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MINUTES

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REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

AUG 27 1996
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WEDNESDAY, JUNE 12, 1996 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE, ROOM 410

MEMBERS: SUPERVISORS TOM HSIEH, BARBARA KAUFMAN, SUE BIERMAN

ABSENT: SUPERVISOR SUE BIERMAN

CLERK: BARBARA STAVRO

TIME MEETING CONVENED: 1:08 P.M.

1. File 101-96-1. [Interim Annual Appropriation Ordinance, Fiscal Year 1996-97] Ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1997. (Mayor)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Ed Harrington, Controller, Supv. Kevin Shelley, Margaret Kisliuk, Mayor's Office, Mary Dunlap, O.C.C., Officer Farrell Suslow, Sgt. Jim Leach, Rochelle Frazier. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. (Exceptions were granted as requested by the Mayor, Police Department (except 1232 Training Officer), and Recreation and Park Department. See file for details.)

2. File 102-96-1. [Interim Annual Salary Ordinance, Fiscal Year 1996-97] Interim Annual Salary Ordinance for fiscal year ending June 30, 1997 entitled "An ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1997, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or state law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; specifying and fixing the compensations and work schedules thereof; and authorizing appointments to temporary positions and fixing compensations therefor. (Department of Human Resources)

SPEAKERS: Same as File 101-96-1.

ACTION: HEARING HELD. RECOMMENDED.

3. File 161-96-3. [Redevelopment Agency Interim Budget] Resolution approving an interim budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1996-97. (Redevelopment Agency)

SPEAKERS: Same as File 101-96-1.

ACTION: HEARING HELD. RECOMMENDED.

4. File 97-96-16. [Art Enrichment] Ordinance amending Administrative Code Section 3.13 to require two percent of estimated construction costs for art enrichment of public structures, parks and transportation improvement projects; restricting the application of the art enrichment ordinance to total construction costs rather than total project costs; providing for maintenance and conservation funds; allowing for aggregation of art enrichment funds; and increasing Arts Commission administrative fees. (Supervisor Kaufman)

(Continued from 5/8/96)

SPEAKERS: DEPARTMENT REPRESENTATIVES: Harvey Rose, Budget Analyst, Richard Newirth, Art. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. (SUPERVISOR HSIEH ADDED AS CO-SPONSOR)

5. File 142-96-2. [Water Rates - Finding] Resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-96-2.1 and 142-96-2.2. (Public Utilities Commission)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Ed Harrington, Controller, Anson Moran, PUC. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

6. File 142-96-2.1. [Approving Revised Rates, Retail Water Service] Resolution approving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-96-2 and 142-96-2.2. (Public Utilities Commission)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Ed Harrington, Controller, Anson Moran, PUC. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

7. File 142-96-2.2. [Disapproving Revised Rates, Retail Water Service] Resolution disapproving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-96-2 and 142-96-2.1. (Public Utilities Commission)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Ed Harrington, Anson Moran, PUC. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. TO BOARD WITH RECOMMENDATION "DO NOT PASS".

8. File 170-96-6. [Affordable Housing General Obligation Bonds] Resolution determining and declaring that the public interest and necessity demand the financing of (1) the development of housing affordable to low-income households in the City and County of San Francisco and (2) downpayment assistance to low and moderate income first-time homebuyers and all other aspects necessary or convenient for the foregoing purposes, that the estimated cost of \$100,000,000 is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness. (Supervisors Bierman, Teng)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Jod Lipstin and Marcia Rosen, Mayor's Office. IN SUPPORT: Michael Kent, J. Dillon, Iris Butler, Gordon Chin, Jane Cahill, Fiulia Barker, Joyce Gann, Bob Herman, Calvin Welch. OPPOSED: None

ACTION: HEARING HELD. CAPTION AMENDED AT REQUEST OF SUPERVISOR BIERMAN [San Francisco Affordable Housing and Home Ownership Opportunity Bond]. RECOMMENDED AS AMENDED. (SUPERVISORS KAUFMAN, SHELLEY AND HSIEH ADDED AS CO-SPONSORS.)

9. File 170-96-7. [General Obligations Bonds - de Young Museum] Resolution determining and declaring that the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction and/or reconstruction of a new museum facility to replace the de Young Museum and all other works, property and structures necessary or convenient for the foregoing purposes, that the estimated cost of \$73,300,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness. (Supervisors Shelley, Hsieh, Bierman, Alioto, Yaki, Kennedy, Teng, Kaufman, Ammiano)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst, Supv. Kevin Shelley, Richard Goss, Harry Parker. SUPPORT: Tomasita Medal, Vas Prubhs, Zoila Lechuga, Cheryl Bancroft, John Barbey, Michael Kent, Jerry Schiss, Ella McGloin, Shirley Black, Michael Tucker, DeDe Wilsey, John Erlich. OPPOSED: David Spero, Lorin Rosemond, Steve Willis, Darcy Cohen, Howard Strassner, Pinky Kushner, Philip Carleton, Michael Alexander.

ACTION: HEARING HELD. RECOMMENDED.

10. File 68-95-9.2. [Federal Funding – Emergency Shelter] Resolution approving an amendment to the 1996 Emergency Shelter Grants Program, approving Addendum No. 1 to the expenditure schedule for recipient agencies, and determining that no environmental evaluation is required. (Mayor's Office of Community Development)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

11. File 79-95-6.1. [Amendment, 1996 Community Development Program] Resolution approving an amendment to the 1996 Community Development Program by (1) authorizing the Mayor, on behalf of the City and County of San Francisco, to accept and expend \$1,893,400 in additional Community Development Block Grant funds and transfer \$297,269 from reprogrammed funds and existing contingencies under the City's 1996 Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development, (2) approving Addendum No. 1 to the expenditure schedule for recipient departments and agencies previously approved by the Board of Supervisors, and (3) authorizing the Mayor to designate individual(s) to act as certifying officer for federal environmental review. (Mayor's Office of Community Development)

SPEAKER: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. (SUPERVISORS KAUFMAN AND HSIEH ADDED AS CO-SPONSORS)

VOTE: 2-0 ON ALL ITEMS.

TIME MEETING ADJOURNED: 4:05 P.M.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 7, 1996

DOCUMENTS DEPT.

TO: Budget Committee

JUN 11 1996

FROM: Budget Analyst Recommendation for meeting of

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PUBLIC LIBRARY

SUBJECT: June 12, 1996 Budget Committee Meeting

Items 1, 2 and 3 - Files 101-96-1, 102-96-1 and 161-96-3

1. The proposed legislation would approve the Interim Annual Appropriation Ordinance (File 101-95-1), the Interim Annual Salary Ordinance (File 102-95-1) and a resolution authorizing an interim budget for the Redevelopment Agency for Fiscal Year 1996-97.

2. The annual budget process for the City and County requires that the Board of Supervisors approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance for Fiscal Year 1996-97 on or before June 30, 1996. The purpose of these interim ordinances is to provide position and expenditure authorization for the various departments of the City and County during the time that the Board of Supervisors is reviewing the Mayor's recommended budget for Fiscal Year 1996-97. The budget is scheduled to be adopted by the Board of Supervisors on July 15, 1996.

3. The Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance are based on the Fiscal Year 1996-97 proposed budget recommendations of the Mayor. Hence, these ordinances include authorization and funding for all programs and program revisions which are included in the Mayor's proposed 1996-97 budget. Each program and program revision will be reviewed in detail during the budget hearings and sessions which have been scheduled by the Budget Committee from June 18 through June 27, 1996.

4. The proposed resolution (Item 3 - File 161-96-3), approving an interim budget for the Redevelopment Agency, provides authority for the Redevelopment Agency to function under the State Community Redevelopment Law for the period from July 1, 1996 until the Redevelopment Agency's budget for FY 1996-97 is

finally approved by the Board of Supervisors, as required by Section 33606 of the State law. Approval of the proposed resolution would not constitute final approval of new positions, program expenditures, or Tax Increment Bonds for FY 1996-97.

5. As a general policy, in previous years, the Board of Supervisors has not approved new positions and programs during the interim budget period without detailed review. This general policy has been implemented by instructing the Controller not to certify the availability of funds for new positions, new programs or program expansions during the interim budget period between July 1 and July 31. If an exception is approved by the Board of Supervisors, new positions can be filled effective July 1. Otherwise, new positions will generally not be filled until August 1 at the earliest.

6. The Administrative Provisions of the Interim Annual Appropriation Ordinance further state that no funds shall be allotted until August 1 for capital improvements and equipment. However, leased equipment is not subject to this provision. In certain cases, specific exceptions to these general policies have been approved by the Board of Supervisors. Exceptions have been based on such factors as new positions and programs that produce revenue or prevent major service deficiencies which would result from delays in filling new positions or starting new programs. Approval of some equipment purchases, for example, could result in cost savings.

7. The Controller has proposed revisions to the Administrative Provisions of the Annual Appropriation Ordinance (AAO). Attachment A provided by the Controller summarizes the major revisions. Except for the amendment to Section 12.4 which prohibits the use of Juvenile Court funds for the operation of the Hidden Valley Ranch School, which we consider to be a policy decision for the Board of Supervisors, we recommend approval of the proposed revisions to the Administrative Provisions of the AAO.

8. The Controller has recommended minor amendments to the Administrative Provisions of the Annual Salary Ordinance (Section 1.3C, Charges and Deductions for Maintenance). A schedule of the current rates and the Controller's recommended changes in the Fiscal Year 1996-97 charges and deductions for various services, such as charges for meals and rooms at San Francisco General Hospital and the cost for meals at the O'Shaughnessy Guest Cottage is included as Attachment B to this report. Attachment C provided by the Department of Human Resources reflects other revisions to the Annual Salary Ordinance.

9. In past years, the Mayor's recommended Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance have, in general, been routinely approved by the Board of Supervisors, with the exception of new positions and new programs, capital improvements and equipment, as noted above.

10. At the direction of the Budget Committee and the full Board of Supervisors, the Budget Analyst has historically been instructed to analyze the

Mayor's recommended budget in detail and make recommendations for reducing the Mayor's recommended budget only if such recommendations do not result in service level reductions. Budget reductions recommended by the Budget Analyst and approved by the Board, have often been used by the Board of Supervisors as a source of funds for requests to the Mayor to (a) restore items deleted in the Mayor's recommended budget and/or (b) include new items in the budget based on the priorities of the Board of Supervisors.

In the past, savings realized from such budget reductions made by the Budget Committee and the full Board of Supervisors were used to pay for priority items of the Board of Supervisors subject to appropriation approval by the Mayor and the Board of Supervisors. Under the new Charter, which becomes effective on July 1, 1996, the reallocation of any savings realized from budget reductions made by the Board of Supervisors can now be made by the Board of Supervisors without appropriation approval by the Mayor, in accordance with the priorities of the Board of Supervisors. Such amendments would be subject to Mayoral veto.

During the annual hearings to be conducted by the Budget Committee beginning next week on the Mayor's Recommended 1996-97 budget, in addition to the recommendations of the Budget Analyst, the Budget Analyst will also be reporting on the service level impacts of the expenditure increases and decreases included in the Mayor's recommended 1996-97 budget.

11. In accordance with the 1996-97 Budget Calendar, the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance are scheduled to be passed for second reading at the June 17, 1996 meeting of the Board of Supervisors. Final passage of these ordinances is scheduled for June 24, 1996.

12. The Budget Analyst has previously been advised by Mr. Burke Delventhal of the City Attorney's Office that the Board of Supervisors is required to approve the Mayor's recommended Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (and therefore the Interim Budget), subject to any additional reductions which the Board may choose to make, by no later than June 30th of each year. Mr. Delventhal has further advised the Budget Analyst that if these ordinances are not approved by the Board of Supervisors by June 30, the Controller will no longer have authority to issue payroll warrants to City and County employees or to issue other warrants to pay for any other City and County services.

Mr. Ed Harrington, the City Controller, has previously advised the Budget Analyst that he concurs with the opinion of Mr. Delventhal. The Controller would cease to issue any further City and County warrants unless the Board of Supervisors approves an Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (the Interim Budget) by June 30.

13. Various exceptions have been recommended by the Mayor to the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance in order to permit expenditures during the interim budget period between July 1 and

Memo to Budget Committee
June 12, 1996

July 31. These exceptions requested by the Mayor are identified in Attachment D. The Budget Analyst recommends approval of the requested items as follows:

- \$50,000 for the golf course irrigation system installations at Sharp Park and Lincoln Park;
- One new 1,233 Affirmative Action Specialist position in the Fire Department's Consent Decree program which is created by a downward reclassification;
- Three new 8124 Investigator positions in the budget of the Police Department's Office of Citizen Complaints (OCC) budget because of the recent Charter Amendment concerning OCC staffing.

The following new Department head positions are being recommended as interim exceptions by the Mayor for new City Departments that would be created by the Mayor's proposed 1996-97 budget.

Department of Business and Economic Development:
Business & Economic Development Director

Department of Telecommunications and Information Services:
Telecommunications Director

Department of Environment
Secretary, Commission on the Environment.

The Budget Analyst considers the creation of these new City Departments and approval of the three related new positions to be a policy matter for the Board of Supervisors.

Recommendations

Approve the proposed Interim Annual Appropriation Ordinance, the proposed Interim Annual Salary Ordinance and the proposed resolution approving the interim budget for the Redevelopment Agency, except for the following items:

1. We consider approval of the proposed amendment to the Administrative Provisions of the Annual Appropriation Ordinance, which would prohibit the use of Juvenile Court funds for the operation of the Hidden Valley Ranch School, to be a policy decision for the Board of Supervisors.
2. Amend the proposed legislation to authorize exceptions in order to fill three new Investigator positions in the Office of Citizen Complaints and one new Affirmative Action Specialist position in the Fire Department, effective July 1, 1996 and to authorize a \$50,000 expenditure to complete golf course irrigation systems.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
June 12, 1996

3. We consider approval of exceptions to fund, effective July 1, 1996, the new positions of Business & Economic Development Director, the Telecommunications Director and the Secretary, Commission on the Environment, the top positions in three new departments, to be a policy decision for the Board of Supervisors.
4. The Budget Analyst is not recommending that any of the other 11 requested new positions as shown in Attachment D be permitted to be filled during the one month interim budget period because we believe additional time is needed to provide the Budget Committee of the Board of Supervisors with a sufficient budget review of these 11 new positions.

BOARD OF SUPERVISORS
BUDGET ANALYST

Changes to Administrative Provisions of 1996-97 Appropriation Ordinance

There are several recommended changes to the administrative provisions which make minor revisions in grammar, cite new charter sections, clarify meanings, enhance controls or require certain contract expenditures to be reviewed. Except for charter section citations which were simply adjusted to reflect revised section numbering per the charter of 1995, the recommended changes are summarized below.

AAO

Section	Topic	Change proposed
4.	Reorganizations	Allows reorganized departments to retain the separate identity of major constituent parts for budgeting and reporting purposes without affecting personnel actions.
11.11.1	Stadium Naming Rights	Adds language which allows stadium development moneys to earn interest and carry forward unexpended balance from year to year.
12.3	Teeter (Property Tax) Plan	Incorporates language required by State Revenue and Taxation Code to permit Teeter Plan to continue to be utilized. The Teeter Plan allows the City to "buy" delinquent property taxes owed to the School and College District and then collect delinquent penalties and interest for the City.
12.4	Hidden Valley Ranch	Limits use of funds for Hidden Valley Ranch School to provide only for maintenance of buildings and other property; prohibits use of any Juvenile Court funds for operation of Hidden Valley Ranch School.
12.5	Juvenile Court Contracts	Requires approval of Mayor's Criminal Justice Council (MCJC) for all Juvenile Court professional services contracts.
12.6	Human Rights Review	Establishes a committee composed of the Mayor, City Attorney and Human Rights Commission to review any professional services contracts issued in anticipation of litigation challenging the City's Minority Business Enterprise/Women Business Enterprise (MBE/LBE) Ordinance.
15.	Department Head	Clarifies department head status in reorganized departments.

Last fiscal year, Section 34 was added with specific provisions dealing with the mandatory rent program of the Human Services Department (Social Services). This year there is no mandatory rent program in the budget so the section was eliminated from the ordinance.

Except for the changes set forth above, the administrative provisions remain as they were adopted in the prior fiscal year.



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

Edward Harrington
ControllerJohn W. Madden
Chief Assistant Controller

May 7, 1996

The Honorable Board of Supervisors
City and County of San Francisco
Veterans Building
401 Van Ness, Room 308
San Francisco, CA 94102

Attention: John L. Taylor
Clerk of the Board

RE: 1996-97 Annual Salary Ordinance

Dear Mr. Taylor:

Attached hereto are schedules of charges and deductions for maintenance under Section 1.3-C of the Annual Salary Ordinance commencing July 1, 1996.

We have included comparative summaries of meal, lodging, and laundry costs furnished to employees. Costs were compiled from departmental data on rates established in the 1995-96 Annual Salary Ordinance.

Except for the cost of the dinner meal at O'Shaughnessey Guest Cottage, all meal costs are unchanged from the prior year. Laundry charges per pound at San Francisco General Hospital decline from \$.92 to \$.77 per pound due to efficiencies in the laundry operation. The cost of room rental at San Francisco General Hospital was increased by approximately 4% based on the recommendation of the Department.

Sincerely,

ED HARRINGTON,
Controller

Attachments

cc: Anne Godfrey
Human Resources

1. <u>MEALS</u>	<u>1995-96</u>	<u>1996-97</u>
A. Hetch Hetchy Boarding House (Except O'Shaughnessy guest cottage)		
Breakfast, per meal	\$ 5.00	\$ 5.00
Lunch, per meal	10.00	10.00
Dinner, per meal	18.00	18.00
B. O'Shaughnessy guest cottage		
Breakfast, per meal	\$ 10.00	\$ 10.00
Lunch, per meal	18.00	18.00
Dinner, per meal	24.00	25.00
Room, cottage	28.00	28.00
Room, bunk house	16.00	16.00
C. Department of Public Health		
Breakfast, per meal		
Laguna Honda Hospital	\$ 4.40	\$ 4.40
San Francisco General Hospital	4.81	4.81
Lunch, per meal		
Laguna Honda Hospital	5.74	5.74
San Francisco General Hospital	7.09	7.09
Dinner, per meal		
San Francisco General Hospital	7.62	7.62
D. Juvenile Court		
All institution, per meal	\$ 3.89	\$ 3.89
E. Recreation and Park - Camp Mather per meal	\$ 8.00	\$ 8.00
F. Sheriff		
County Jails #1, #2, #3, #7	\$ 0.84	\$ 0.84
County Jails #8, #9	1.07	1.07
SFGH, Ward 7D, breakfast	3.31	3.31
SFGH, Ward 7D, lunch	4.53	4.53
SFGH, Ward 7D, dinner	6.11	6.11
SFGH, Ward 7D, average	4.71	4.71

2. LAUNDRY:

San Francisco General Hospital

(With the exception of the free laundering of uniforms for interns, residents, nurses,
kitchen helpers and other employees.)

Per pound	\$ 0.92	\$ 0.77
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3. ROOM:1995-961996-97

San Francisco General Hospital

(With the Exception of free rooms furnished to interns and residents.)

Per bi-weekly pay period	\$173.19	\$ 180.12
Per person per night	24.74	25.73
Monthly	381.46	396.72

4. HOUSE OR APARTMENT

Unless otherwise specified, lodging for all facilities except Hetch Hetchy Project, \$50.00 per room per month, or in accordance with the recommendation of the Director Property on the request of the Department Head.

Note: Sales of meals by employers to employees are subject to state sales tax. Thus, meals sold to employees of the City and County are subject to 8.5% sales tax. The meal cost figures and 1996-97 annual salary ordinance rates stated in the schedules do not include any provisions for the 8.5% sales tax payable by the City to the State.

City and County of San Francisco



Department of Human Resources

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: June 5, 1996

To: Harvey Rose
Budget Analyst

From: Linda Marini *file*
Assistant Manager, Operations

RE: Interim Annual Salary Ordinance - FY 1996/97

Please be advised that administrative provisions of the ordinance have been amended to reflect references to provisions of the new charter and administrative code. Additionally, Section 1.3-C was amended to reflect changes in schedules of charges and deductions for maintenance as indicated in the attached May 7, 1996 memo from the Controller to the Board of Supervisors. Finally, Section 2.3 - explanation of position indicators, was revised to match budget instruction codes (i.e., "O" - Off budget).

It should also be noted that 1996/97 salaries for classes included in ordinances approved late in the fiscal year are not reflected therein and will be adjusted prior to the final printing of the ordinance.

Please contact me if you have any additional questions.

rosemem2.wpd

Department of Business and Economic Development:

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
1	AB29N	Business & Economic Development Director
1	1374N	Special Assistant XV
1	1375N	Special Assistant XVI
2	1376N	Special Assistant XVII

The Mayor's proposed budget includes a new Department of Business and Economic Development which would no longer be budgeted as a program within the budget of the Mayor's Office. The Mayor has requested that the Director of this new Department and four additional staff positions be allowed during interim period.

Department of Telecommunications and Information Services:

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
1	AB28N	Telecommunications Director, Telecommunications and Information Services Department

The Mayor's proposed budget includes a new Telecommunications and Information Services Department which consolidates functions previously in the Office of the Chief Administrative Officer, the Department of Electricity and the Controller's Information Services Division. The Mayor has requested that the Telecommunications Director position be allowed during interim period.

Department of Environment:

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
1	AB27N	Secretary, Commission on the Environment
1	1450R	Executive Secretary I

The Mayor's proposed budget includes a new Department of Environment. This proposed new Department would have a seven member Commission and would regularly produce an assessment of San Francisco's environmental condition. The Mayor has requested that the Secretary to the Commission and an additional Executive Secretary I position be allowed during interim period.

Office of Citizen Complaints (OCC):

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
1	1408	Principal Clerk
1	1426	Clerk Typist
3	1824	Investigators, Office of Citizen Complaints
1	1426	Senior Investigator, Office of Citizen Complaints

The Mayor's proposed budget includes new positions to implement the recent Charter Amendment concerning OCC staffing. The Budget Analyst recommends the 3 new Investigator positions at this time, but does not recommend the remaining positions so that a review can be conducted of clerical needs and supervisory requirements with the expanded staffing of the OCC.

Police Department:

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
2	1424N	Clerk Typist

The Mayor's proposed budget includes these two new positions for the Taxicab Enforcement Program in order to relieve sworn personnel from related duties. However, this is a special fund that can be used to fund uniform salaries. The Budget Analyst does not recommend these positions, pending further review.

Fire Department:

<u>No. of Positions</u>	<u>Position Class</u>	<u>Position Title</u>
1	1232N	Training Officer
1	1233N	Affirmative Action Specialist

The Mayor's proposed budget includes a new Training Officer position and a new Affirmative Action Specialist position in the Consent Decree program. The Affirmative Action Specialist is requested as a downward substitution of a 1244 Senior Personnel Analyst position.

Recreation and Park Department:

The Department has requested that the amount of \$50,000 in the Golf Course Maintenance budget be allowed during the interim period to provide the remaining funds for a contract, which is planned to be awarded on June 20, 1996. The contract is for the installation of automated irrigation systems at Sharp Park and Lincoln Park golf courses. The total contract amount is expected to be approximately \$1.0 million and would be funded from this request and from previously approved capital project funds. Award of the contract in June would allow completion of the installations prior to the rainy season.

Item 4 - File 97-96-16

Note: This item was continued by the Budget Committee at its meeting of May 8, 1996.

Department: Art Commission, Art Enrichment Program

Item: Ordinance amending the Administrative Code by amending Section 3.13 to require two percent of estimated construction costs for Art Enrichment of public buildings, above ground structures, parks and transportation improvement projects; restricting the application of the Art Enrichment ordinance to total construction costs rather than total project costs; increasing Art Commission Administrative Fees; allowing for aggregation of Art Enrichment Funds; and providing for maintenance and conservation funds.

Description: Currently, Section 3.13 of the Administrative Code provides that for all capital improvement projects that results in either the construction of new City buildings, or in the additions to existing City buildings, an amount of up to two percent of the total capital improvement project budget must be allocated for the adornment of the subject building. Adornment includes the installation of paintings, sculptures, or other artistic enhancements. The Art Commission's Art Enrichment Program manages all art adornment funded by such capital improvement project appropriations.

The Art Commission may use up to five percent of the amount allocated for adornment for administrative costs under the existing ordinance. There is currently no amount of funding set aside for the cost of maintenance or conservation of these adornments once they have been installed in the new or expanded buildings.

The Art Commission's expenditures for the Art Enrichment Program are not included in the Department's annual budget. Instead, such funds are allocated from capital project appropriations, that are included in the City's annual budget, or bond funded projects (not included in the annual budget) that now meet the criteria requiring art enrichment under the existing ordinance, the managers of individual capital projects are then responsible for the accounting controls over expenditure of such funds for art enrichment, including the 5% allocation to administrative expenditures.

The proposed ordinance would amend Section 3.13 of the Administrative Code as follows:

(1) Substitute the term "adornment" with the term "art enrichment" to describe the funding allocation provided to the Art Commission's Art Enrichment Program.

(2) Prior to proposing a bond issue or making a request for an appropriation for the construction of any of the projects defined in the amendment to the ordinance, a City Department would be required to add, for Art Enrichment of the proposed construction, two percent of the estimated construction cost. If funding for Art Enrichment is limited by law or funding agency rules, the allocation shall be based on two percent of any construction costs that remain eligible, instead of the two percent of total project costs as specified in the existing ordinance. If the City Department believes that the Art Enrichment allocation of two percent of construction costs is inappropriate, such department can submit an alternative recommendation for the consideration of the Art Commission. If the matter cannot be resolved between the Department and the Art Commission, it would be submitted to the Mayor for a final determination within 60 days. If the matter is not submitted to the Mayor within 60 days, the alternative allocation proposed by the Department will be deemed accepted.

(3) The proposed ordinance would apply to the construction or alteration of the following: (a) a building; (b) an above-ground structure; (c) a new park; or (d) a transportation improvement project. "Transportation improvement project" would include: both above-ground and below-ground transportation-related projects; new boarding ramps; new transit platforms; new terminals and transportation systems with their attendant passenger amenities, such as shelters, seating, lighting, landscaping, and signage; new transportation-related structures such as maintenance and operating facilities; power sub-stations; and street/highway-related transit improvements such as bridges and overpasses.

The ordinance would also apply to the alteration of a building, above-ground structure, or transportation improvement project.

(4) The following projects would be exempt from the requirements of this section:

a) transportation improvement projects limited to rail replacement, rehabilitation or extension of catenary wiring; sidewalk (including curbs and gutters), street or runway paving repair or improvements; or transit vehicle purchases;

- b) all mechanical, plumbing and electrical system upgrades, structural or seismic upgrades, and modifications for disabled access, unless occurring in conjunction with alteration of a building, an above-ground structure or transportation improvement project;
- c) all park renovation projects including, but not limited to court resurfacing; landscape renovation or replanting; sewer and water lines; drainage and irrigation systems; wells; erosion control; restrooms; repaving; new paving; stairway repair or replacement; utilities; community gardens; modifications for disabled access; signage; lighting; fence replacement or repair; replacement or repair of existing play structures; natural areas management; modifications to existing parks; and new land uses within existing parks;
- d) annual Capital Improvement Program funded capital improvements for security/life safety and health deficiencies when not occurring in conjunction with alteration of existing public buildings, above-ground structures, parks and transportation projects which are supported by the General Fund;
- e) above-ground pipelines and their supports, such as trestles, anchor blocks and saddles; valve lots; power transmission lines and towers; switchyards and substations; and dwellings in watershed areas.

(5) The proposed ordinance would authorize the Art Commission to allocate up to 20 percent of each project's art enrichment allocation for administrative costs (instead of the current limitation of five percent), unless the Art Commission agrees to a lesser amount on projects with art enrichment allocations in excess of \$750,000, or unless an administrative fee is limited or prohibited by the funding source (such as Federal funding sources for transit improvement projects). Currently, the Art Enrichment Program's administrative costs may not exceed five percent of the total art enrichment allocation for a particular capital project.

(6) Currently, the funds allocated in a project budget for art enrichment must be used for the facility funded by the project. The proposed amendment would authorize the Art Commission, when mutually agreed upon by the Art Commission and the City Department from whose capital project budget the art enrichment allocation was obtained, and where permitted by the funding source, to pool art enrichment funds for use at a more publicly accessible facility under the jurisdiction of the same participating City Department.

Mr. Richard Newirth, the Art Commission's Director of Cultural Affairs, advises that authorization to allow the Art Commission to pool funds would be beneficial when the new facility is not publicly accessible, or when the art enrichment contribution is so small that its overall contribution to the new facility would be negligible.

(7) The proposed ordinance provides that when permitted by the funding source, the Art Commission would have the authority to set aside and expend up to five percent of each project's art enrichment allocation for the maintenance and conservation of the art enrichment project. Art Enrichment allocations cannot be spent for maintenance and preservation under the present ordinance. Such expenditures can now occur only if funds are specifically appropriated as a capital project in the Art Commission's annual General Fund budget.

(8) The provisions of the amended ordinance would not apply for bond projects or other capital projects that have been authorized and were not eligible or projects for which Art Enrichment allocations have already been established.

Summary:

In summary, the proposed ordinance would (1) substitute the term "adornment" with "art enrichment"; (2) increase the number of capital projects that are required to allocate funds for art enrichment while reducing the allocation to two percent of construction costs for such projects from up to two percent of total project costs; (3) create exemptions for several types of projects for which Art Enrichment allocations would not be required; (4) authorize the Art Commission to utilize up to 20 percent of each art enrichment allocation for administrative costs, instead of the current five percent allocation; (5) allow the Art Commission to pool project funds in specific situations; and (6) authorize the Art Commission to set aside up to five percent of each project's Art Enrichment allocation for maintenance and conservation.

Comments:

1. Attachment 1 to this report, provided by the Art Commission, provides historical art enrichment allocations for various completed new construction projects.

2. Attachment 2 to this report, also provided by the Art Commission, compares the potential costs for Art Enrichment allocations under the existing ordinance and under the proposed ordinance, for known capital projects that may be funded or authorized in the future. This document shows that under the existing ordinance, potential estimated maximum Art Enrichment allocations would total \$13.29 million, while under the proposed amended ordinance, the estimated maximum potential Art

Enrichment allocations would total \$10.35 million. Based on the information presented, and based on current plans for the proposed capital improvement projects, the Budget Analyst believes that these estimates are reasonable.

3. The Art Commission reports that administrative costs for individual Art Enrichment projects can vary widely, depending on the nature of the project. In past years, the Art Commission has requested, and received approval from the Board of Supervisors, for an increase in the allowable allocation for such administrative costs. For this reason, the Art Commission has requested that administrative allocations be allowed in amounts of up to 20 percent, instead of the existing limit of five percent, of the Art Enrichment allocation.

4. This proposed ordinance has been reviewed by the Capital Improvements Advisory Committee (CIAC) which recommended the proposed amendments to the ordinance, including the creation of exemptions for specific projects as described in this report. The recommended amendments by the CIAC were accepted by the Art Commission and incorporated in the proposed ordinance that is now before the Budget Committee.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Art Enrichment Historical Data

Project	Note	Estimated Project Cost	Allowable Art Enrichment	Percentage Estimated Construction	Art Enrichment Allocation	Percentage of Construct.
Waterfront Transportation	Note 1	\$ 237,870,000	\$ -	0.00%	\$ 142,600,000	1.61%
New Main Library		\$ 150,000,000	\$ 3,000,000	2.00%	\$ 90,000,000	1.67%
Civic Center Courthouse		\$ 66,666,667	\$ 1,333,333	2.00%	\$ 40,000,000	1.80%
SFGH Parking Garage		\$ 19,000,000	\$ 380,000	2.00%	\$ 11,400,000	1.10%
Richmond Comm. Ctr.		\$ 5,000,000	\$ 100,000	2.00%	\$ 3,000,000	2.00%
911 Dispatch Center		\$ 16,666,666	\$ 333,333	2.00%	\$ 10,000,000	1.80%
Bush Polk Garage		\$ 5,833,333	\$ 116,667	2.00%	\$ 3,500,000	2.00%
Bayview Police Station		\$ 5,808,333	\$ 116,167	2.00%	\$ 3,485,000	1.64%
SF International Airport		\$ 1,194,577,777	\$ 23,891,556	2.00%	\$ 716,746,666	1.50%
Tenderloin Rec Center		\$ 5,166,666	\$ 103,333	2.00%	\$ 3,100,000	2.06%
Taraval Police Station		\$ 4,166,000	\$ 83,320	2.00%	\$ 2,500,000	2.00%
Richmond Police Station		\$ 2,833,333	\$ 56,667	2.00%	\$ 1,700,000	2.00%
Chinatown Library Renov.	Note 5	\$ 2,312,166	\$ 46,243	2.00%	\$ 1,387,300	2.00%
SF Fire #44	Note 6	\$ 1,833,333	\$ 36,667	2.00%	\$ 1,100,000	2.00%
SF Fire # 24	Note 7	\$ 1,833,333	\$ 36,667	2.00%	\$ 1,100,000	2.00%
Mission Police Station	Note 9	\$ 5,333,333	\$ 106,667	2.00%	\$ 3,200,000	1.94%
Mission Library	Note 10	\$ 1,666,666	\$ 33,333	2.00%	\$ 1,000,000	2.00%
New Sheriff's Facility		\$ 50,000,000	\$ 1,000,000	2.00%	\$ 30,000,000	2.00%
San Andreas Facility		\$ 5,666,666	\$ 113,333	2.00%	\$ 3,400,000	2.12%
5th & Mission Garage	Note 12	\$ 25,000,000	\$ -	0.00%	\$ 15,000,000	1.00%
Ellis O'Farrell Garage	Note 13	\$ 11,666,666	\$ -	0.00%	\$ 7,000,000	1.00%
Muni Ocean Beach	Note 14	\$ 275,000	\$ -	0.00%	\$ 165,000	33.33%
Muni Kay Stops	Note 15	\$ 10,933,333	\$ -	0.00%	\$ 6,500,000	3.08%
19th Avenue Boarding Islands	Note 16	\$ 10,933,333	\$ -	0.00%	\$ 6,560,000	7.39%
Milbrae		\$ 16,500,000	\$ 330,000	2.00%	\$ 9,900,000	2.00%
Mental Health		\$ 30,833,333	\$ 616,667	2.00%	\$ 18,500,000	2.00%
Total		\$ 1,888,075,937	\$ 31,833,952	1.69%	\$ 1,132,843,966	1.61%

Note: The Art Commission has historically been provided only with estimated construction costs. Total project costs have been extrapolated in the same manner as the CIAC; i.e., construction costs are assumed to be 60% of total project costs.

prepared by Richard Newirth and Jill Manton 5/29/96

Art Enrichment Projection Comparison

Proposed Bond Measures	Estimated Project Cost	Estimated Eligible Project Costs		Art Enrichment Allowable		Percentage	Estimated Construction	Estimated Eligible Construction Costs		Maximum Art Enrichment Allowable Under Proposed Ordinance
		Under Existing Ordinance	Under Existing Ordinance	Under Existing Ordinance	Under Existing Ordinance			Under Proposed Ordinance	Under Proposed Ordinance	
Earthquake Safety Program III	Note 1 \$ 100,000,000	\$ -	\$ -	\$ -	\$ 660,000	0.00%	\$ 60,000,000	\$ -	\$ -	\$ -
Zoo Improvements	Note 2 \$ 35,000,000	\$ 33,000,000	\$ -	\$ -	\$ -	2.00%	\$ 21,000,000	\$ 12,500,000	\$ 12,500,000	\$ 250,000
Conservatory of Flowers	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	\$ 180,000
Mental Health Facilities	\$ 25,000,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 25,000,000	\$ 15,000,000	\$ 15,000,000	\$ 300,000
Laguna Honda Hospital	Note 3 \$ 250,000,000	\$ 150,000,000	\$ 150,000,000	\$ 3,000,000	\$ 3,000,000	2.00%	\$ 150,000,000	\$ 132,000,000	\$ 132,000,000	\$ 2,640,000
SFGH Auxiliary Buildings	Note 4 \$ 150,000,000	\$ 150,000,000	\$ 100,000,000	\$ 3,000,000	\$ 2,000,000	2.00%	\$ 90,000,000	\$ 90,000,000	\$ 90,000,000	\$ 1,800,000
San Bruno Jail	Note 5 \$ 100,000,000	\$ 100,000,000	\$ 100,000,000	\$ 2,000,000	\$ 2,000,000	2.00%	\$ 60,000,000	\$ 60,000,000	\$ 60,000,000	\$ 1,200,000
Youth Guidance Center	Note 6 \$ 115,000,000	\$ 115,000,000	\$ 115,000,000	\$ 2,300,000	\$ 2,300,000	2.00%	\$ 69,000,000	\$ 69,000,000	\$ 69,000,000	\$ 1,380,000
Muni Projects	Note 7 \$ 216,666,666	\$ 216,666,666	\$ 116,666,666	\$ 2,333,333	\$ 2,333,333	2.00%	\$ 130,000,000	\$ 130,000,000	\$ 130,000,000	\$ 2,600,000
Total	\$ -	\$ 1,006,666,666	\$ 664,666,666	\$ 13,293,333	\$ 13,293,333	2.00%	\$ 614,000,000	\$ 517,500,000	\$ 517,500,000	\$ 10,350,000

Note: The Art Commission has historically been provided only with estimated construction costs. Total project costs have been extrapolated in the same manner as the CIAC; i.e., construction costs are assumed to be 60% of total project costs.

prepared by Richard Newirth and Jill Mantion 5/29/96

Note: 1: This bond is to fund seismic upgrades which are exempted from art enrichment requirements in the current and proposed ordinances.

Note: 2: Approximately \$12.5 million of projected construction costs would be eligible under the proposed ordinance and \$33 million of projected total project costs would be eligible under the existing ordinance

Note: 3: This bond measure includes the construction of one new building plus renovations to existing buildings. The eligible costs under the existing and proposed ordinances are estimates only

Note: 4: Total rebuild. Would be eligible for art enrichment under both existing and proposed ordinances.

Note: 5: New construction. Would be eligible for art enrichment under both existing and proposed ordinances.

Note: 6: New construction. Would be eligible for art enrichment under both existing and proposed ordinances.

Note: 7: Metro East facility and MUNI headquarters buildings would have been eligible under both existing and proposed ordinances. Other projects eligible under proposed ordinance only are 700 Pennsylvania, Islais Creek, and Bayshore.

Items 5, 6 and 7 - Files 142-96-2, 142-96-2.1 and 142-96-2.2

Department: Public Utilities Commission (PUC)

Item: Water Department Rates for Retail and Wholesale Customers

Description: 1. File 142-96-2 is a resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas. File 142-96-2.1 is a resolution approving the revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; File 142-96-2.2 is a resolution disapproving the revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas. Since the Board of Supervisors can only accept or reject the San Francisco Water Department's revised schedule of rates to be charged for retail water service in San Francisco and suburban areas, one of these latter two resolutions (Files 142-96-2.1 or 142-96-2.2) should be approved and one should be disapproved.

2. The Board of Supervisors can only approve or disapprove the rate schedules submitted by the Public Utilities Commission. The proposed rate schedules cannot be amended by the Board. If the Board wishes to approve the proposed schedule of rates (File 142-96-2.1) a majority vote is required. If the Board wishes to disapprove the proposed schedule of rates (i.e., by approving the resolution contained in File 142-96-2.2) a two-thirds vote is required.

3. The PUC initially recommended an average water rate increase of 9.4 percent for the City's retail customers and its retail customers in suburban areas, effective July 1, 1996. In accordance with a request from the Mayor, the initial rate package was disapproved by the Board of Supervisors based on budget reductions which the Mayor intended to make to the Water Department's proposed 1996-97 budget. Under the proposed subject legislation, the PUC has approved a revised water rate package that calls for a retail rate increase averaging 7.6 percent instead of the previously recommended 9.4 percent.

The last retail rate increase of 14.66 percent was adopted by the PUC and the Board of Supervisors effective July 1, 1994. The 1994 rate increase was the fifth in a series of five annual rate increases in amounts of between 14 percent and 15 percent that was approved by the Board of Supervisors as a

financing plan to produce revenue required to support revenue bond financing of capital projects.

The table below shows the effect of the proposed rate increase on monthly water bills, which averages 7.6 percent, for various classes of retail water customers in San Francisco. It is the intent of the PUC that the new rates will become effective July 1, 1996.

**COMPARISON OF CURRENT MONTHLY WATER RATES
VS. THE PUC RECOMMENDED
7.6 PERCENT WATER RATE INCREASE; TYPICAL SAN FRANCISCO CUSTOMERS**

Type	Estimated Units of Consumption*	Current Monthly Water Charges	PUC Recommended Monthly Water Charges	PUC Recommended Increase in Monthly Water Charges	% Increase **
Average Single-Family	7	\$11.39	\$ 12.22	\$0.83	7.3 %
12 Unit Apartment	29	46.73	50.34	3.61	7.7 %
Large Apartment	307	452.49	487.22	34.73	7.7 %
Apartment Complex	2,224	2,788.68	3003.44	214.36	7.7 %
Residential Hotel	517	651.49	701.52	50.03	7.7 %
Restaurant	378	465.66	501.48	35.82	7.7 %
Large Office Building	575	766.05	824.90	58.85	7.7 %
Department Store	1,286	1,597.92	1,720.76	122.84	7.7 %
Hospital	2,264	2,835.48	3,053.84	217.96	7.7 %

* One unit equals 748 gallons of water.

** The average rate increase for all retail customers is 7.6%. However, when such increases are applied to existing rates, they are rounded to the nearest cent, hence resulting in the slightly different percentage increases shown in the table above.

4. San Francisco retail water customers are charged for Water rates and Sewer Service Charge rates on a single statement that is billed by the Water Department. The average single family San Francisco residence uses 700 cubic feet of water per month (approximately 175 gallons per day). The table on the following page illustrates the combined cost impact on the average single family residence that would result from this PUC recommended water rate increase of 7.6 percent and the increase in Sewer Service rates of 5.5 percent for FY 1996-97 that has already been approved by the Board of Supervisors. (File 21-96-1).

Combined Cost Impact of Proposed Water and Sewer Rate Increases on an Average Single Family Residence in San Francisco

	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>	<u>Increase</u>	<u>% Increase</u>
Water Rates	\$ 11.39	\$ 12.22	\$ 0.83	7.3%
Sewer Service Rates	<u>\$ 21.79</u>	<u>\$ 22.99</u>	<u>\$ 1.20</u>	<u>5.5%</u>
Total Bill	\$ 33.18	\$ 35.21	\$ 2.03	6.1%

Note: The initial recommended Sewer Service Charge rate increase was 6.5 percent. However, the Board of Supervisors and the Chief Administrative Officer accepted the recommendation of the Budget Analyst to reduce the rate increase to 5.5 percent.

5. The table below provides the results of the Water Department's survey of rates for water suppliers in the Bay Area. This survey compares San Francisco's current and proposed retail rates with rates charged by the other water suppliers. Of the ten water suppliers, including San Francisco, an average 7.6 percent water rate increase would result in monthly bills that are the third lowest for single-family residential and multi-family residential customers and the fifth lowest for commercial customers.

Comparison Of Typical Monthly Water Bills

<u>Water Provider</u>	<u>Date Adopted</u>	<u>Single-Family Residential</u>	<u>Multi-Family Residential</u>	<u>Commercial</u>
San Francisco Existing Rate	7/1/94	\$11.39	\$36.20	\$105.10
San Francisco Proposed Rate (7.6% increase)		12.22	38.99	113.19
Alameda City Water District	2/15/96	12.04	37.03	103.83
Contra Costa Water District	1/1/96	31.10	74.67	382.03
Daly City	9/1/95	15.50	71.60	196.60
East Bay MUD	1/1/96	13.74	42.86	111.40
Hayward	7/1/95	12.25	44.80	148.55
Marin Municipal Water District	6/24/93	22.74	117.10	176.58
Palo Alto	7/1/95	13.10	41.20	101.30
San Jose	1/1/95	14.81	30.20	134.00
Santa Clara	7/1/94	10.99	31.40	93.50

6. In addition to retail water rates, the proposed resolution also calls for the following service fee adjustments:

- New fee for late payment after 30 days equal to 0.5% of balance owed plus \$3.00;
- Return check charge increased from \$10.00 to \$15.00;
- Lien fee on property equal to the greater of 10% of the balance owed or \$50.00 as required by the Administrative Code;
- New charge of \$12.00 assessed for 48 hour notice prior to service shut-off for non-payment;
- Charge for shut-off/turn-on reduced from \$25.00 to \$12.00 during normal business hours; a \$25.00 charge assessed at all times other than normal business hours; separate charge assessed for each occurrence;
- Lock charge of \$13.00 assessed for shut-offs for non-payment.

7. The proposed 7.6 percent Water Rate increase is estimated to produce approximately \$4.29 million in additional revenue, at current water consumption rates, in Fiscal Year 1996-97. The Attachment to this report summarizes the calculation of the required rate adjustment based upon estimated revenues and the Mayor's recommended operating budget and capital expenditures for Fiscal Year 1996-97. The Mayor has recommended a 1996-97 budget request of \$132.2 million. In addition, the PUC has approved, but not funded, additional capital requirements of approximately \$49.8 million. Total spending needs are therefore approximately \$182.0 million.

These PUC approved spending requirements are to be funded by revenues of approximately \$128.56 million, available fund balance of approximately \$3.63 million, rescissions of existing capital project appropriations amounting to \$19.8 million, and bond proceeds of \$26.66 million during 1996-7 or a total of \$178.65 million. The Budget Committee, at its meeting of May 29, 1996, approved issuance of new revenue bonds in an amount not to exceed \$75 million for Capital Improvement Projects. The addition of approximately \$4.29 million in new revenue, based on the proposed 7.6 percent water rate increase, would result in total revenue sources of \$182.94 million, resulting in a yearend reserve of approximately \$924,000. (Total sources of \$182.94 million less total spending of \$182.0 million). This reserve amount is less than one percent of the Water Department's budget.

The table below summarizes the PUC's proposed sources and uses of funds for Fiscal Year 1996-97. The Budget Analyst has reviewed and verified the projected fund balance and revenue estimates for the proposed spending plan and concurs with these estimates.

1996-97 SOURCES OF AND USES OF FUNDS

Total Revenues	\$128,563,000	
Available Fund Balance	3,630,273	
Capital Project Rescissions	19,800,510	
Anticipated Bond Proceeds	26,653,000	
Additional Revenue From		
Proposed Rate Increase	<u>4,291,470</u>	
Total Sources		\$182,938,253
Budgeted Expenditures	132,212,564	
Additional Capital Needs	<u>49,801,332</u>	
Total Uses		<u>182,013,896</u>
Projected Yearend Reserve		\$924,357

* Because this rate increase has not yet been approved, the Mayor's recommended budget does not include new revenue from the revised rates. It also does not include bond proceeds that will be appropriated after the recently approved revenue bonds have been sold. A supplemental appropriation will be submitted for these purposes during the 1996-97 Fiscal Year. The amount of \$182,013,896 for total uses shown above reflects the current Mayor's proposed budget plus the planned supplemental appropriation.

Comment:

1. The PUC's proposed Water Department budget for Fiscal Year 1996-97 has been recommended to the Board by the Mayor. Any reductions to the PUC's proposed budget by the Board of Supervisors would permit an increase to the projected yearend reserve of \$924,357 which, as noted above, is less than 1 percent of the Department's operating budget.
2. The Board of Supervisors recently approved a new Water Revenue Bond issuance of \$75.0 million. The related debt service requirements alone (i.e., not including potential additional operating expenditures requirements for 1997-98) will result in a water rate increase of 5.1 percent in 1997-98. Moreover, the General Manager of the PUC has reported to the Budget Committee that the PUC currently estimates that the capital replacement program for the Water Department will be in excess of \$1.0 billion, which would necessitate rate increases in the range of 7 percent to 10 percent annually, over the next ten years. That level of rate increase (7 percent to 10 percent annually) would more than double existing retail water rates.

Memo to Budget Committee
June 12, 1996

- Recommendation:**
1. Approve the resolution finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas.
 2. Approval of the proposed resolution approving the revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas is a policy matter for the Board of Supervisors.

**ESTIMATED REVENUES AND EXPENDITURES UNDER EXISTING RATES
FISCAL YEAR 1996-97**

	RETAIL CUSTOMERS IN CITY AND <u>SUBURBAN AREAS</u>	SUBURBAN <u>RESALE</u>	<u>TOTAL</u>
AVAILABLE FUNDS			
Beginning Balance	\$3,630,273		\$3,630,273
Balancing Account	(4,550,343)	4,550,343	0
Capital Project Deobligations	19,800,510		19,800,510
Bond Proceeds	26,653,000		26,653,000
Revenues from Sale of Water	56,365,000	57,098,000	113,463,000
Rents	5,500,000		5,500,000
Interest Income	3,200,000		3,200,000
Miscellaneous	<u>6,400,000</u>		<u>6,400,000</u>
Total Revenues	71,465,000	57,098,000	128,563,000
Total Available Funds	\$ 116,998,440	61,648,343	\$ 178,646,783
APPLICATION OF FUNDS			
Operating Costs	\$48,400,767	37,636,716	\$ 86,037,483
Debt Service	16,735,581		16,735,581
FM/CIP	<u>29,439,500</u>		<u>29,439,500</u>
Subtotal- Operating Expenditures	\$ 94,575,848	37,636,716	\$ 132,212,564
Additional Capital Requirements	49,801,332		49,801,332
Suburban Depreciation Expense	(8,353,116)	8,353,116	0
Suburban Return	(15,228,098)	15,228,098	0
Interest	<u>493,944</u>	<u>(493,944)</u>	<u>0</u>
Total Application of Funds	\$ 121,289,910	60,723,986	\$ 182,013,896
Surplus or (Deficit)	(4,291,470)	924,357	(3,367,113)
Required Rate Adjustment *	7.6%	(1.6%)	3.0%

* Required rate adjustment is the percentage value of the surplus or deficit amount as a percentage of revenues from the sale of water. Due to the effects of rounding rates to the nearest cent, the 7.6% average rate increase is achieved through rate increases as shown in the Comparison table on the second page of this report. Such increases range from 7.3% for the average single family customer, to 7.7% for all other typical customers.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 170-96-6

Item: Resolution determining and declaring that the public interest and necessity demand the financing of (1) the development of housing affordable to low-income households in the City and County of San Francisco and (2) downpayment assistance to low and moderate income first-time homebuyers and all other aspects necessary or convenient for the foregoing purposes, that the estimated cost of \$100,000,000 is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness.

Amount: \$100 million

Description: The proposed resolution would determine that it is in the public interest and necessity for purposes of authorizing a General Obligation Bond issuance to fund: (1) the construction of new rental housing affordable to low-income households in the City; and, (2) downpayment loans to low and moderate income first time homebuyers. If approved by the Board of Supervisors, the proposed resolution would make findings required by State law that are necessary for placing a measure on the November, 1996 ballot for approval of a General Obligation Bond Issuance. The State General Obligation Bond Law requires that, in order for a city or county to issue General Obligation Bonds, a resolution of public convenience and necessity must first be adopted by a two-thirds vote of the Board of Supervisors, and the proposed bonds must then be approved by a two-thirds vote of the electorate. If the proposed resolution (determining and declaring that public interest and necessity justify the proposed bonds) is approved by a two-thirds vote of the Board of Supervisors, the City Attorney will prepare an ordinance to submit the proposed bond issue to the voters. The General Obligation bonds proposed by this resolution, if approved by the Board and the voters, would be issued by the City and County of San Francisco, acting in its capacity as a County. California Cities can only issue General Obligation bonds for municipal improvements relating to real property expenditures. Under its authority as a County, San Francisco can issue General Obligation bonds for any lawful purpose for which funds can be appropriated by the Board of Supervisors.

The CAO's Office states that, in order for the proposed General Obligation Bond measure to qualify for the November ballot, the subject proposed resolution (File 170-96-6) must be approved by the Budget Committee no later than June 12, 1996.

According to the bond report submitted to the Capital Improvements Advisory Committee by the Mayor's Office of Housing, job expansion and tax base expansion is hampered by a lack of affordable housing in San Francisco. In addition, the Mayor's Office of Housing reports

that it is also difficult for first-time homebuyers to achieve first-time homeownership because of high down payments and high monthly mortgage payments. The proposed General Obligation bonds would, therefore, be used to fund development projects for rental housing and for partial downpayment loans for first time homebuyers.

The proposed bonds would be issued over a five-year period (not more than \$20 million per year). Of the net bond proceeds, 85 percent would be provided for the development of affordable rental housing, and 15 percent would be provided as downpayment assistance loans for first time homebuyers.

The criteria for the type of projects to be included in the affordable housing development program would be specified in a future housing plan and subject to approval by the Board of Supervisors.

Other funding sources available for affordable housing include tax-exempt bonds, and various other Federal, State and local resources. The Mayor's Office of Housing reports that local resources available for affordable housing include the Mission Bay development (which has faced delays) and Redevelopment Agency Tax Increment Bonds (which are limited).

The Mayor's Office of Housing reports that tax-exempt bonds may be eligible for a portion of the total issuance, thus reducing debt service costs, but that at least a portion of the bonds sold for this project would be taxable. The availability of tax-exempt bonds is limited. Further, there are various restraints on the issuance of tax-exempt bonds, and a higher debt service may result. Therefore, the Mayor's Office of Housing proposes to assume that taxable General Obligation bonds be used to finance the affordable housing program, and any tax-exempt bonds that can be issued would result in reduced debt service expenditures. If the proposed bonds are approved by the electorate in November of 1996, the Affordable Housing Program would commence in calendar year 1997.

The CAO states that bond issuance costs should not exceed one percent of the amount of bonds sold, or \$200,000 out of each proposed annual sale of \$20 million in General Obligation Bonds, or a total of \$1.0 million. Net proceeds available for programming would therefore amount to \$19.8 million annually, for a total of \$99 million over five years.

If the bond issuance is approved by the Board of Supervisors and the voters, the Mayor's Office of Housing will then propose a program structure that will include general oversight by a five-member Housing Committee, appointed by the Mayor. The Housing Committee would recommend Administrative Code revisions and program policies that would be subject to approval by the Mayor and

the Board of Supervisors. All bond funds appropriated would likewise be subject to approval by the Mayor and the Board of Supervisors.

85 percent of the net proceeds of the bond sales would be used for development of affordable rental housing. Funding for specific development projects would be subject to future recommendations of the Housing Committee according to a comprehensive plan that is updated every year and will incorporate the use of these bond funds if approved by the Board of Supervisors and the voters. Project funding from bond proceeds could range from grants, which may not be repaid to the City, to loans, depending on the project's other income and ability to support loan repayment requirements. Any repayments of loans would be used to fund additional development projects.

15 percent of the net proceeds of the bond sales would be used for the homeownership assistance program loans for downpayments. To be eligible for such loans, the household income for borrowers shall not exceed 100 percent of the median income for the San Francisco Metropolitan Statistical Area, as established from time to time by the U.S. Department of Housing and Urban Development. Currently, the median income for a single person is \$42,500 annually, and the median income for a household of four is \$61,250. Borrowers at 100 percent of the median income would be eligible for downpayment loans of up to \$30,000, and persons at 80 percent of the median income would be eligible for loans of up to \$50,000. The loans would be repaid, with interest and would be based on the amount of the increased value in the property, at the time of sale of the residence. Any such repayments would be used as a source of funds for similar homeownership assistance loans on the same terms.

Comments:

1. The Capital Improvements Advisory Committee (CIAC), which is chaired by the Chief Administrative Officer (CAO), is responsible for prioritizing the City's proposed capital improvement projects. The CAO reports that the CIAC has recommended that this proposed General Obligation Bond measure be placed on the November 1996 ballot because the proposed uses of the affordable housing bonds represents economic development opportunities that will enhance housing supply for a large number of San Francisco residents. The CIAC also found a high level of commitment to the project and alternative funding that will also be used for housing development purposes.

2. As noted, the proposed bonds will be issued in annual increments not exceeding \$20 million. Once the full \$100 million in bonds are issued, the increase in the Property Tax rate to pay total annual debt service would equal approximately \$.016 per \$100 of

assessed value. The owner of a single family residence assessed at \$300,000 would pay \$ 46.88 in additional annual property taxes due to the issuance of all of these bonds, based on anticipated 1996-97 total assessed valuation.

3. The CAO's Office states that the City's General Obligation bonding capacity, which is equal to three percent of the City's net assessed property value, was \$1,613,300,000 as of July 1, 1996. Based on expected retirement of debt and authorized bonds to be issued, the outstanding General Obligation debt would equal \$712,400,000 and the remaining capacity would be \$900,900,000 as of July 1, 1996. Based on current projections for Fiscal Year 1996-97, the remaining General Obligation debt capacity would equal \$891,000,000 as of July 1, 1997. The sale of \$20,000,000 in the Affordable Housing General Obligation bonds would thus reduce the remaining capacity to \$871,000,000 as of July 1, 1997.

4. The Attachment to this report, provided by the Mayor's Office of Housing, contains a summary of the City's recent affordable housing programs, which were funded during calendar year 1995, including the funding sources and the amounts allocated.

5. According to Joe Latorre, Deputy Director of the Mayor's Office of Housing, this proposed bond issue of \$100 million would result in the construction of an estimated 3,000 affordable rental units and provide downpayment assistance to up to 1,000 first time homebuyers

6. The expenditure of any of the proposed General Obligation Bond funds would require appropriation approval by the Board of Supervisors if the electorate approves the proposed General Obligation bonds.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

PROJECTS RECEIVING COMMITMENTS IN 1995:

(source) (amount)

ATTACHMENT

(New) Projects receiving commitments for the first time in 1995:

1,044 units/beds

SUPPORTIVE HOUSING FOR PEOPLE WITH AIDS:

154 COLERIDGE	HOPWA	75,757	10 beds
401 DUBOCE	HOPWA	1,200,000	15 beds
129 HYDE	HOPWA	1,299,937	12 beds
12 SANCHEZ	HOPWA	712,000	10 beds
333 TAYLOR	HOPWA	1,100,000	25 units

NON-AIDS RELATED SUPPORTIVE HOUSING:

2973 26TH STREET	HUD Special Purpose Grant	348,000	7 beds
125 6TH STREET	South of Market Tax Increment	2,700,000	79 units
1221 CORTLAND	HUD Special Purpose Grant	360,000	7 beds
425 EDDY	HUD Special Purpose Grant	1,900,000	25 units
1096 EDDY	Citywide Tax Increment	1,366,246	20 units
214 HAIGHT	HUD Special Purpose Grant	450,000	12 beds
1175 HOWARD	HUD Special Purpose Grant	350,000	10 beds
835 O'FARRELL	Citywide Tax Increment / SPG	3,000,000	74 units
420 VALENCIA	CDBG	2,400,000	80 units

PREDEVELOPMENT FINANCING FOR FUTURE PROJECTS:

(Supportive Housing)			
980 HOWARD	Hotel Tax	568,488	
1530 FELL	Citywide Tax Increment	225,000	
125 6TH STREET	Red Cross	125,000	
425 EDDY	CDBG	75,000	
1028 LETTERMAN COMPLEX	Citywide Tax Increment	75,000	
(Family Rental Housing)			
HAYES VALLEY	Citywide Tax Increment	773,257	195 units
479 NATOMA	Red Cross (SFRA)	125,000	30 units
1010 SO.VAN NESS (add'l)	Citywide Tax Increment	209,770	30 units
(Senior Housing)			
301 ELLIS	Hotel Tax	154,350	93 units
3rd & ARMSTRONG	Hotel Tax	139,000	54 units
1091 MISSION	Red Cross	125,000	72 units
(Ownership Housing)			
SITE 1100-T	Western Add. Tax Increment	75,000	70 beds
			80 units

Existing housing funded in prior year that needed additional subsidies in 1995:

922 units/beds

SUPPORTIVE HOUSING FOR PEOPLE WITH AIDS:

1340 GOLDEN GATE	HOPWA	383,917	32 beds
Housing-related services for persons with AIDS		446,274	

NON-AIDS RELATED SUPPORTIVE HOUSING:

380 EDDY	CDBG	176,075	158 units
217 EDDY	HOME	2,625,600	105 units
827 GUERRERO	CDBG	180,000	27 beds
480 ELLIS	HUD Special Purpose Grant	592,000	172 units
820 O'FARRELL	Citywide Tax Increment	45,000	54 units
1724 BRYANT	Citywide Tax Increment	32,000	12 beds

RENTAL HOUSING FOR LOW INCOME SENIORS:

1045 CAPP	Hotel Tax	120,700	units
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MULTIFAMILY HOUSING REHABILITATION:

481 EDDY	CDBG	398,487	30 units
585 GEARY	CDBG	296,320	41 units

ACQUISITION/REHABILITATION OF AT-RISK HOUSING:

GLENRIDGE	Tax Increment	1,599,000	275 units
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LOW INC. SENIOR SINGLE FAMILY REH

	CDBG	432,402	16 units
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Pipeline projects funded in prior years that needed additional subsidies in 1995

640 units/beds

NON-AIDS RELATED SUPPORTIVE HOUSING:

140 JONES	CDBG	555,826	58 units
1040 BUSH	Citywide Tax Increment	155,000	88 units
3040 16TH STREET	CDBG	1,429,888	96 units
6324 GEARY	CDBG	384,185	22 beds

NEW CONSTRUCTION OF FAMILY RENTAL HOUSING:

1290 POTRERO	Citywide Tax Increment	233,282	20 units
479 NATOMA	Citywide Tax Increment	687,113	30 units

NEW RENTAL HOUSING FOR LOW INCOME SENIORS:

347 DOLORES	Hotel Tax	2,463,000	66 units
240 4TH STREET	Hotel Tax	765,512	30 units
670 VALENCIA	Hotel Tax	592,292	50 units

NEW HOUSING FOR FIRST TIME HOMEBUYERS:

Parcel 1100-T	Western Add. Tax Increment	100,000	10 units
SITE DD-2	Hunters Pt. Tax Increment	60,000	38 units
101 VALENCIA	Differed Bond Fees	288,325	109 units
1695 18TH STREET	Citywide Tax Increment	50,000	23 units

Total: 35,024,003 2,806 units/beds

Item 9 - File 170-96-7

Item: Resolution determining and declaring that the public interest and necessity demand the acquisition, construction, or reconstruction by the City of the following municipal improvement, to wit: acquisition, construction and/or reconstruction of a new museum facility to replace the de Young Museum and all other works, property and structures necessary or convenient for the foregoing purposes, that are estimated to cost of \$73,300,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness.

Amount: \$73,300,000

Description: The proposed resolution would determine that it is in the public interest and necessity for purposes of authorizing a General Obligation Bond issuance to replace (through either new construction or reconstruction of the existing facility) the de Young Museum. If approved by the Board of Supervisors, the proposed resolution would make findings required by State law that are necessary for placing a measure on the November, 1996 ballot for approval of a General Obligation Bond Issuance. The State General Obligation Bond Law requires that, in order for the City to issue General Obligation Bonds, a resolution of public convenience and necessity must first be adopted by a two-thirds vote of the Board of Supervisors, and the proposed bonds must then be approved by two-thirds of the electorate. If the proposed resolution (determining and declaring that public interest and necessity justify the proposed bonds) is approved by a two-thirds vote of the Board of Supervisors, the City Attorney will prepare an ordinance to submit the proposed bond issue to the voters.

The CAO's Office reports that, in order for the proposed General Obligation Bond measure to qualify for the November ballot, the subject proposed resolution (File 170-95-8) must be approved by the Budget Committee no later than June 12, 1996.

The current de Young Museum, located at the Music Concourse in Golden Gate Park, is comprised of eight separate buildings. Seismic engineering studies conclude that the four main buildings have the potential to collapse in an earthquake. These four main buildings represent the majority of the Museum's public spaces. During 1995, the Museum was used by nearly 900,000 visitors. Beyond the

need for extensive seismic repairs, additional work is needed to correct insufficient fire suppression and detection systems, provide basic climate control to preserve art work, removal of hazardous materials, to provide disabled access and provide adequate public areas.

Because the required seismic and code enforcement work is so extensive, Museum Trustees have recommended that the entire facility be demolished and rebuilt on its current site in Golden Gate Park. However, a final decision on using new construction or reconstruction has not yet been made. The proposed bond measure would also provide for other related project costs including the removal of hazardous materials, fees and permits and relocation costs.

The new de Young Museum facility is proposed to be a public/private partnership. General Obligation bonds in the amount of \$73.3 million are proposed to be issued, which is the amount equal to the project cost estimate for the mandatory seismic and code compliance renovation. Museum trustees have agreed to raise all funds beyond the City's obligation for seismic and code enforcement work and for a proposed museum visitor underground parking facility. The Museum Trustees have successfully acquired private funds for the restoration and expansion of the California Palace of the Legion of Honor, similar to what is proposed for the de Young Museum. Funds raised by Museum Trustees would include improvements to artwork preservation, expansion of the exhibit space, and improvements to the Museum's access. It is anticipated that the costs of the improvements to be raised by private funds by Trustees would cost \$44.1 million. Therefore, the total project budget is estimated at \$117.4 million, comprised of \$73.3 million in General Obligation bonds and \$44.1 million in private funds to be raised by the Museum Trustees.

Memo to Budget Committee
June 12, 1996

The estimated costs of the proposed bond program are as follows:

	(in millions)		
	Proposed General Obligation Bond Funds	Private Funds to be Raised by Museum Trustees	Total
<u>Construction</u>			
New Facility	\$48.3	\$20.3	\$68.6
Visitor Parking	0	11.5	11.5
<u>Hazardous Materials</u>	8.0	0	8.0
Includes clean up of hazardous materials after demolition of of existing building.			
<u>Other Project Costs</u>			
Fees & Permits	10.2	6.6	16.8
Bond Issuance, Insurance	1.1		1.1
Relocation	3.4	0	3.4
Temporary Bracing	2.3	0	2.3
Furniture, Fixtures & Equipment	<u>0</u>	<u>5.7</u>	<u>5.7</u>
TOTAL PROJECT BUDGET	\$73.3	\$44.1	\$117.4

If the proposed bonds are approved by the electorate in November of 1996, the de Young Museum reports that design development would begin during the fourth quarter of Fiscal Year 1996-97. It is estimated that the Museum would be closed during the third quarter of Fiscal Year 1998-99, depending on when the Asian Art Museum is ready to relocate from their existing facility to the Old Main Library location when the de Young Museum can then move into current Asian Art Museum space for continuation of its educational programs and continued display of its permanent collection. The anticipated completion date of the project and the reopening date of the new de Young Museum is expected to be in mid-Fiscal Year 2003-2004.

Comments:

1. The Capital Improvements Advisory Committee (CIAC), which is chaired by the Chief Administrative Officer (CAO), is responsible for prioritizing the City's proposed capital improvement projects. The CAO reports that the CIAC has recommended that this proposed General Obligation Bond measure be placed on the November 1996 ballot because the construction of a new de Young Museum represents a high priority health and safety project for the City.

2. If \$73,300,000 in bonds were to be issued, the bonds would result in an increase in the Property Tax rate of approximately \$0.0118 per \$100 of assessed value. At this rate, the owner of a single family residence assessed at \$300,000 would pay \$34.57 in additional annual property taxes beginning in 1997-98, due to the issuance of these bonds.

3. The CAO's Office states that the City's General Obligation bonding capacity, which is equal to three percent of the City's net assessed property value, was approximately \$1,613,300,000 as of July 1, 1996. Based on expected retirement of debt and authorized bonds to be issued, the outstanding General Obligation debt would equal \$712,400,000 and the remaining capacity would be \$900,900,000 as of July 1, 1996. Based on current projections for Fiscal Year 1996-97, the remaining General Obligation debt capacity would equal \$891,000,000 as of July 1, 1997. The sale of \$73,300,000 in General Obligation bonds for the de Young Museum project would thus reduce the remaining capacity to \$817,700,000 as of July 1, 1997.

4. The expenditure of any of the proposed General Obligation Bond funds would require a supplemental appropriation to be approved by the Board of Supervisors if the electorate approves the proposed General Obligation bonds.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 10 - File 68-95-9.2

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution approving an amendment to the 1996 Emergency Shelter Grants Program, approving Addendum No. 1 to the expenditure schedule for recipient agencies, and determining that no environmental evaluation is required.

Description: In December of 1995, the Board of Supervisors approved the 1996 Emergency Shelter Grants Program (ESGP) and expenditure schedule and authorized the Mayor on behalf of the City to apply for, accept and expend a \$794,600 grant under the Emergency Shelter Grants Program for the U. S. Department of Housing and Urban Development (HUD). These grant funds were earmarked to pay for a total of 22 emergency shelter projects administered by 18 non-profit homeless service providers and shelter operators. The HUD Emergency Shelter Grants Program was first established under the Stewart B. McKinney Homeless Assistance Act in July of 1987. The program is designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the costs of operating emergency shelters and to provide certain essential social services to homeless individuals. The program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

The MOCD advises that HUD has recently notified the MOCD that the actual grant amount to be allocated to the City for the 1996 ESGP is \$684,000 or \$110,600 less than the \$794,600, which was applied for by the MOCD.

Accordingly, the MOCD is proposing to amend the 1996 Emergency Shelter Grants Program's expenditure schedule for recipient agencies to reflect the reduction of \$110,600 in grant funds from HUD. The Attachment, provided by the MOCD, contain (a) a breakdown, by agency, of the \$794,600 total original allocation, (b) a breakdown of the new total allocation of \$684,000 and (c) the net reductions per agency.

Comment: The MOCD has previously prepared a Preliminary Summary Environmental Review for the 1996 ESGP, which to identify what level of environmental review under both State and Federal environmental laws is appropriate for each of the 22 projects, which have been allocated funds. According to Mr. Jon Pon of the MOCD, based on the Preliminary Summary Environmental Review, the MOCD has determined that no

Memo to Budget Committee
June 12, 1996 Budget Committee Meeting

environmental evaluation is required in connection with the 22 projects and, as such, the City is not required to prepare an Environmental Impact Statement with respect to these projects.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Version A

1996 EMERGENCY SHELTER GRANTS PROGRAM

ADDENDUM ONE

Based on 14% Reduction across the Board with the exception of Central City Hospitality House (Orlando House) which has not been reduced

Essential Services: Sec. 576.21(a)(2)	ALLOCATED	PROPOSED	DIFFERENCE
Asian Women's Shelter	\$31,452	\$27,000	\$ 4,452
Dolores Street Community Services	\$26,000	\$22,300	\$ 3,700
La Casa de las Madres	\$41,201	\$35,400	\$ 5,801
Salvation Army (Lifeboat Lodge)	\$14,780	\$12,700	\$ 2,080
Swords to Plowshares	\$38,000	\$32,600	\$ 5,400
Westside Community Mental Health Center	\$32,000	\$27,500	\$ 4,500
Payment of Maintenance & Operation: Sec. 576.21 (a) (3)			
Asian Women's Shelter	\$24,548	\$21,100	\$ 3,448
Central City Hospitality House (Orlando House)	\$10,000	\$10,000	0
Central City Hospitality House	\$12,000	\$10,300	\$ 1,700
Campass Community Services/DSS	\$63,600	\$54,600	\$ 9,000
Dolores Street Community Services	\$28,000	\$24,000	\$ 4,000
Episcopal Community Services of S.F.	\$40,000	\$34,400	\$ 5,600
Friendship House Association of American Indians	\$32,000	\$27,500	\$ 4,500
Hamilton Family Center	\$50,000	\$43,000	\$ 7,000
La Casa de las Madres	\$48,799	\$41,900	\$ 6,899
Larkin Street Youth Center	\$26,000	\$22,300	\$ 3,700
Larkin Street Youth Center(Diamond Youth Center)	\$26,000	\$22,300	\$ 3,700
Salvation Army (Lifeboat Lodge)	\$50,220	\$43,100	\$ 7,120
United Council of Human Services	\$15,000	\$12,900	\$ 2,100
Homeless Prevention: Sec. 576.21 (a) (4)			
American Red Cross Bay Area	\$ 88,000	\$75,700	\$12,300
Catholic Charities of the Archdiocese of S.F.	\$ 12,000	\$10,300	\$ 1,700
Volunteer Legal Services Program, Bar Assoc. of S.F.	\$ 60,000	\$51,600	\$ 8,400
MOCD Administration	\$ 25,000	\$21,500	\$ 3,500
TOTAL	\$794,600	\$684,000	\$110,600

Item 11 - File 79-95-6.1

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution approving an amendment to the 1996 Community Development Program by (1) authorizing the Mayor, on behalf of the City and County of San Francisco, to accept and expend \$1,893,400 in additional Community Development Block Grant funds and transfer \$297,269 from reprogrammed funds and existing contingencies under the City's 1996 Community Development Block Grant (CDBG) Program, (2) approving Addendum 1 to the expenditure schedule for recipient departments and agencies previously approved by the Board of Supervisors, and (3) authorizing the Mayor to designate individual(s) to act as certifying officer for Federal environmental review.

Description: The proposed resolution would authorize an amendment to the 1996 Community Development Block Grant (CDBG) program, which was previously approved by the Board of Supervisors. The amendment to the CDBG program would authorize and provide funds for; (a) design and construction of a Youth Center in the City's Excelsior District (\$2,000,000), (b) repair and rehabilitation work at Morrisania West, a non-profit program for "at-risk" high school youth, (\$150,000), and, (c) addition of one new position, a 1373 Fiscal Manager in the Mayor's Office of Community Development, (\$40,669), for an overall total of \$2,190,669. In addition, the proposed resolution would authorize the Mayor to designate individuals to act as the City's Certifying Officer for the Federal environmental review required under the CDBG program.

Funds for the proposed expenditures described above are available from an additional \$1,893,400 in CDBG funds which is available to the City over the amount that the MOCD had estimated would be received by the City when the CDBG budget was originally developed in December of 1995, and from an amount of \$297,269 in contingencies and in unspent funds from prior-year CDBG projects that is available to be reprogrammed for this purpose.

The Excelsior Youth Center project involves construction of a new 20,000 square foot building at 125 Excelsior Street. The Center will provide facilities for basketball and other gym sports, computer learning, counseling, a recording studio, library/study hall, and other facilities for youth. The land at 125 Excelsior Street, which is part of an existing playground, would be leased from the San Francisco Unified School District. A detailed budget for the Excelsior Youth Center project is included as Attachment I.

BOARD OF SUPERVISORS
BUDGET ANALYST

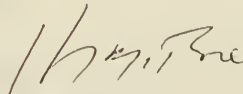
Morrisania West is a non-profit organization which offers educational, vocational, and drug counseling to youth who are at high risk of dropping out of high school, through a contract with the San Francisco Unified School District. The proposed funds would be used to make repairs to the Morrisania West facility 914 Divisadero Street, including disabled access improvements, fire safety improvements, and installation of new flooring. A detailed budget for the Morrisania West project is included as Attachment II.

According to Ms. Priscilla Watts of MOCD, a proposed new position of 1373 Special Assistant is being requested because of a need to provide additional fiscal management capacity for the Mayor's Office of Community Development. Ms. Watts advises that this capacity is needed due to; (a) significant increases in the overall amount of Federal grant funds being administered by MOCD, (b) the start-up of new programs including the Federal Enterprise Community Program, and, (c) a concurrent increase in the HUD grant reporting requirements that must be met by the City. A memo from MOCD showing the existing 9 fiscal positions in MOCD, their classification number and salary level, and describing the responsibilities of the proposed new position, is included as Attachment III. The amount of \$40,669 (\$33,891 salary plus \$6,778 fringe benefits) represents six months in salary and fringe benefit costs for the 1373 Special Assistant position, for the period August 1, 1996 to January 31, 1997. MOCD operates on a fiscal year beginning with February 1.

As noted above, the proposed resolution would provide that the Mayor may designate certain City officials as Certifying Officers for the Federal environmental review required under the CDBG program. MOCD advises that confirmation by the Board of Supervisors of the Mayor's designation is being sought on the recommendation of the City Attorney. The Certifying Officer is the City official who certifies that CDBG-funded projects in the City have undergone environmental review and met Federal environmental standards. Such reviews are typically carried out either by the Department of City Planning, or by a private contractor hired by MOCD for this purpose. The officials who are designated as Certifying Officers in the proposed resolution are the Director of the Mayor's Office of Housing, and/or the Director of the Mayor's Office of Community Development.

Memo to Budget Committee
June 12, 1996 Budget Committee Meeting

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Brown
Supervisor Katz
Supervisor Leal
Supervisor Teng
Supervisor Yaki
Clerk of the Board
Chief Administrative Officer
Controller
Margaret Kisliuk
Paul Horcher
Ted Lakey

1996 COMMUNITY DEVELOPMENT PROGRAM

ADDENDUM NUMBER 1

EXPENDITURE SCHEDULE

Grant: MOCDBG Index Code: 252887/MYR17 HUD CDBG

Grant Detail:	9561	\$88,688
	9460	\$12,484
	9322A	\$8,230
	9622A	\$1,890,598

DESCRIPTION

NEW FACILITIES DEVELOPMENT

Excelsior Youth Center	\$2,000,000
------------------------	-------------

EXPLANATION

One additional new facility development project is recommended for funding during 1996.

- | | |
|---|---------------|
| • Predevelopment services | \$100,000 |
| Survey, geotechnical report, site planning, title report,
legal, scheduling, master plan referral, environmental review,
toxic investigations | |
| • Architectural/Engineering Asian Neighborhood Design | \$520,000 |
| • Construction Management/Testing/Inspections | \$300,000 |
| • Construction Contract | \$1,000,000 |
| • ORS plan checking fees | 40,000 |
| • State Fire Marshall Plan Check | 15,000 |
| • Utility Connection Fees | <u>25,000</u> |

Total	2,000,000
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1996 COMMUNITY DEVELOPMENT PROGRAM

ADDENDUM NUMBER 1

EXPENDITURE SCHEDULE

Grant: MOCDBG Index Code: 252887

Grant Detail 9561 and 9460

DESCRIPTION

EXISTING FACILITIES REHABILITATION

Morrisania West \$150,000

EXPLANATION

One additional existing rehabilitation project is recommended for funding during 1996.

Handrail & Guardrail	\$4,000
One hour exit protection	5,000
Exterior stairway, doors & windows	28,000
Exit Signs	4,000
Access toilets & doors & hardwares	35,000
Plumbing	4,000
Heating & ventilation	6,000
Kitchen	10,000
Flooring	35,000
Lighting & electrical	15,000
Counseling rooms	2,000
Architectural Services and Permits Fees	<u>12,000</u>
Total	150,000

**MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO****WILLIE LEWIS BROWN, JR.**
MAYOR**LARRY DEL CARLO**
DIRECTOR**MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FISCAL DEPT.****FISCAL MANAGER****GRANTS & PERSONNEL**

ADELE CAUNAN - 9775 - \$ 60,892.

FLOR BUGARIN - 9774 - \$ 51,350.

FISCAL OPERATIONS

BERT GOCE - 1654 - \$ 54,990.

CONNIE CAYABYAB - 1652 - \$ 45,240.

RAY DOMINIA - 1652 - \$ 45,240.

SHOGO MAGOTA - 1652 - \$ 45,240.

MIRLO MEDINA - 1652 - \$45,240.

EVELYN ALAVA - 1632 - \$36,582.

REHAB ACCOUNTING

RUDY DeMESA - 1652 - \$45,240.

MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT CITY AND COUNTY OF SAN FRANCISCO



WILLIE LEWIS BROWN, JR.
MAYOR

PEG STEVENSON

LARRY DEL CARLO
DIRECTOR

FROM: PRISCILLA WATTS *[Signature]*

DATE: JUNE 4, 1996

RE: FISCAL MANAGER POSITION

THE FISCAL DEPARTMENT IS RESPONSIBLE FOR MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT AND MAYOR'S OFFICE OF HOUSING, WHICH INCLUDES THE FOLLOWING PROGRAMS/GRANTS:

1. MOCD BLOCK GRANTS
2. MOCD SMALL BUSINESS LOANS
3. MOCD ECONOMIC DEVELOPMENT LOANS
4. MOCD ADMINISTRATION
5. HOMELESS PROGRAMS
6. MOH ADMINISTRATION
7. MOH LOANS
8. MOH CONSTRUCTION/REHAB
9. LEAD PROGRAM
10. ENTERPRISE COMMUNITY PROGRAMS
11. REDEVELOPMENT TITLE IX LOANS

WHEN WE APPLY FOR NEW GRANTS, WE INCLUDE BUDGET FOR ADDITIONAL PERSONNEL. THE INCREASE IN PROGRAMS HAS CREATED A NEED TO SPLIT THE CURRENT FISCAL POSITION. ONE PERSON WILL CONTINUE TO OVERSEE THE ACCOUNTING DEPARTMENT AND THE CURRENT STAFF PERSON WILL BE INVOLVED IN THE OVERALL ADMINISTRATION, THE WRITING OF THE HUD REQUIRED CONSOLIDATED PLAN AND THE REVIEW PROCESS FOR THE UPCOMING PROGRAM YEAR.

HUD IS ASKING US FOR MORE INFORMATION, TO INCREASE OUR CITIZENS PARTICIPATION AND PROGRAM PLANNING. TO MEET THESE AND OTHER REQUIREMENTS BY HUD WE NEED ANOTHER PERSON AND THE FUNDS HAVE BEEN APPROVED BY THE CITIZENS COMMITTEE.

0.07



196

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 14, 1996

TO: Budget Committee
FROM: Budget Analyst *Recommended + on*
SUBJECT: Mayor's Recommended FY 1996-97 Budget

DOCUMENTS DEPT.

JUN 18 1996

SAN FRANCISCO
PUBLIC LIBRARY

The Budget Analyst has conducted a detailed review of the Mayor's recommended FY 1996-97 budget and has prepared reports and recommendations to reduce the Mayor's recommended budget. Our reports describe the service impacts resulting from the Mayor's recommended budget when services are affected and contains recommendations to reduce and reserve various budgeted items. The recommendations of the Budget Analyst to reduce the Mayor's budget, to be considered by the Budget Committee over the next two weeks, would not result in any existing service level reductions.

The following highlights some of the data contained in the Mayor's recommended 1996-97 budget:

1. The Mayor's recommended FY 1996-97 budget of \$3,167,728,430 is \$118,913,850 or approximately 3.9 percent more than the FY 1995-96 budget of \$3,048,814,580 as finally approved in the FY 1995-96 Annual Appropriation Ordinance.
2. The Mayor's recommended FY 1996-97 total General Fund budget of \$1,499,550,630 is \$68,773,626 more than the FY 1995-96 General Fund budget of \$1,430,777,004, representing an increase of 4.8 percent.
3. The Mayor's recommended FY 1996-97 budget includes 24,521 funded positions or 438 more positions than the 24,083 funded positions shown in the revised FY 1995-96 budget approved by the Mayor and the Board of Supervisors.

This increase of 438 positions includes an increase of 378 positions in General Fund and General Fund Supported departments. Of these 378 positions, the largest position increases include 129 at San Francisco General Hospital for the Mental Health Rehabilitation Facility (previously approved by Supplemental Appropriation, and listed as new in the budget), 70 in the Municipal Railway, 53 in the Recreation and Park Department, 51 in the Sheriff's Department, 47 in Community Health Services, 19 in the Police Department, and 11 in the Trial Courts budgets. Other major increases in positions include 60 for the Airport, 37 for the Department of Public Works, 16 for the Telecommunication and Information Services Department, and 13 for the Water Department.

The table below provides comparative data for General Fund Expenditures and other uses of funds between the original, 1995-96 budget and the Mayor's Recommended 1996-97 Budget.

General Fund Comparison of Expenditures and Other Uses					
USES OF FUNDS	1995-96	1995-96	1996-97	Increase / (Decrease) from 95-96	Percent Increase from
	Original	Revised	Proposed	Original	Original
<u>Regular Expenditures</u>					
Gross Expenditures	\$1,409,264,725	\$1,413,888,195	\$1,453,941,313	\$44,676,588	3.2%
Less Interdepartmental Recoveries	<u>(80,011,408)</u>	<u>(80,019,408)</u>	<u>(85,422,883)</u>	<u>(5,411,475)</u>	6.8%
Net Regular Expenditures	1,329,253,317	1,333,868,787	1,368,518,430	39,265,113	3.0%
Capital Improvement/ Facilities Maintenance	7,774,000	8,523,642	14,680,700	6,906,700	88.8%
Contributions to General Fund Supported Departments	55,347,700	58,345,469	70,120,473	14,772,773	26.7%
Reserves	28,397,624	24,720,600	34,231,027	5,833,403	20.5%
General Fund Reserve	<u>10,004,363</u>	<u>5,975,871</u>	<u>12,000,000</u>	<u>1,995,637</u>	19.9%
Total Uses of Funds	\$1,430,777,004	\$1,431,434,369	\$1,499,550,630	\$68,773,626	4.8%

4. The Mayor's recommended FY 1996-97 budget contains a General Fund Reserve of \$12.0 million, or approximately \$2 million more than the \$10 million General Fund Reserve approved in FY 1995-96. However, the Mayor has advised the Board of Supervisors that he will be recommending a \$2 million reduction in the General Fund Reserve, thereby resulting in a \$10.0 million General Fund Reserve in order to pay for cost of living increases for nonprofit agencies. The Mayor has expressed hope that the Budget Committee's budget review will result in cuts which could be used to restore the General Fund Reserve back to his recommended \$12.0 million level.

Other General Fund Reserves have been established for specific purposes as follows:

Reserve for Audit Adjustments	\$ 4,500,000
Reserve for Collective Bargaining Fringe Adjustments	500,000
Reserves for Litigation	8,996,195
Reserve for Memorandum of Understanding	<u>20,234,832</u>
Total	\$ 34,231,027

In addition, the City has an Emergency Reserve Fund balance of \$4,198,046 carried forward from FY 1995-96 into FY 1996-97.

5. The Budget Analyst commends the Controller, the Mayor's Director of Finance and her Budget Staff, and City Departments for the successful implementation of a new budget system. This new system will greatly improve the transition to Mission Based Budgeting, as mandated by the City Charter, and provides those who review the budget a greater understanding of the objective and activities of City Departments and the relationship between the fulfillment of their responsibilities and the expenditures required to carry out their mission.

The Controller has also revised the Annual Appropriation Ordinance into a document that is much easier to read and understand while still meeting its objective as a legislative vehicle for establishing and controlling the purpose and amounts of expenditures. Some accounting changes from past practices have occurred, but the ordinance remains an accurate and, in many cases, more complete statement of the City's budget.

6. The February 22, 1996 Joint Report prepared by the Mayor's Director of Finance, the Controller and the Budget Analyst, projected a General Fund revenue shortfall of \$87.1 million for Fiscal Year 1996-97. This shortfall was the net amount of an estimated revenue increase of \$17.5 million, offset by an anticipated increase in expenditures of \$104.6 million. Substantially all of the projected shortfall was eliminated by:

- \$38.6 million in General Fund savings through a significant reduction to retirement contribution rates for Police, Fire and Miscellaneous employees; and,
- substantial improved General Fund unallocated revenues which, when combined with higher budgeted revenue growth rates, increased General Fund revenues by \$18.7 million and available General Fund surplus of \$21.4 million (for a total of \$40.1 million).

The combined impact of the savings and increased revenue described above was to reduce the projected \$87.1 million shortfall by \$78.7 million. Numerous other financial improvements, such as increased State Realignment revenue and

stronger than anticipated Health-related revenues, and reductions to previously expected expenditure increases, made the difficult solutions usually applied to overcoming such revenue shortfalls unnecessary for the FY 1996-97 budget.

The Joint Report also identified projected revenue shortfalls of \$41.1 million for FY 1997-98, and \$59.0 million for FY 1998-99. Even if General Fund revenues continue to grow at current rates, which was not foreseen when the Joint Report was written, it is unlikely that the projected shortfalls would be eliminated, as such growth would only provide an additional \$19.0 to \$20.0 annually. In addition, the full annual costs associated with new General Fund positions that have been added to the Mayor's Recommended 1996-97 Budget would increase the projected shortfall by \$4.0 million in 1997-98, when they are funded for a full year. As was the case when the Joint Report was written in February, 1996, any effect of pending or proposed Federal or State legislation, including potentially major changes in health or welfare benefits, could worsen the projected revenue shortfalls.

7. The reduction in Retirement Contribution rates, which saved the General Fund \$38.6 million for FY 1996-97, are projected to remain at comparable low levels for the next 15 years according to the General Manager of the Employees Retirement System, unless salary increase rates and investment returns vary significantly from the new actuarial assumptions used to estimate the funding needs of the Employees Retirement System. The revised actuarial assumptions are average salary increases of 4.5 percent annually (revised downward from 5 percent) and an increase in the investment earnings assumption to 8.25 percent (up from 8 percent). Changes to these assumptions necessitated by actual performance in the future could again require the contribution rates to rise.

8. The Joint Report of the Mayor's Director of Finance, the Controller and the Budget Analyst projected revenue growth rates that were below actual performance during the remainder of the 1995-96 Fiscal Year, and also below many economic forecasts for the coming twelve-month period. Changes to the revenue growth assumptions included in the Mayor's Recommended Budget, with which the Controller concurs, are: Business Tax growth increased from 3.5 percent to 5.8 percent; Sales Tax increased from 5.5 to 6.5 percent; Property Transfer Tax from 7.0 percent to 8.6 percent; and, Hotel Tax revenue from 6.5 to 7.3 percent. The combined effect of these growth rate increases was to provide approximately \$8.9 million in additional revenue (of the \$18.7 million in additional revenue over and above the amount included in the Joint Report).

Such revenue growth rate assumptions exceed the relatively low growth that has been experienced during the last several Fiscal Years. However, such growth has been achieved in the 1995-96 Fiscal Year, and it appears that the State and local economy is continuing to improve and therefore able to sustain such growth. The Budget Analyst concurs with the revised assumptions. As has been his practice in the past, the Controller will continue to monitor revenue collections closely during the 1996-97 Fiscal Year.

9. The Joint Report of the Mayor's Director of Finance, the Controller and the Budget Analyst recommended that previously identified one-time revenues of \$16.8 million be used for one-time expenditures such as computer and communications system improvements and Capital Improvement Projects. A portion of these revenues was appropriated for a new 911 Dispatch System during 1995-96 at an estimated cost of \$5.3 million. The Mayor's recommended FY 1996-97 General Fund Capital Improvements/Facilities Maintenance budget is \$14.7 million or approximately \$6.9 million over the FY 1995-96 level of \$7.8 million as approved in the original budget.

10. Based on a detailed review, the Budget Analyst has estimated that the following General Fund expenditures in the Mayor's recommended FY 1996-97 budget are underbudgeted:

<u>Estimated Underbudgeted General Fund Expenditures</u>	<u>Amount Underbudgeted</u>
Police Overtime	\$ 2,700,000
Workers Compensation	<u>1,100,000</u> *
Total Estimated General Fund Underbudgeted Expenditures	\$ 3,800,000

* Total Workers Compensation underfunding could amount to \$1.5 million.

11. The Mayor's recommended FY 1996-97 budget includes some departmental revenue increases that have not yet been approved by the Board of Supervisors. The Parking and Traffic Department is submitting legislation to increase parking rates at City-owned garages that, if approved, will produce an estimated \$1,448,377 in additional revenue, the Department of City Planning is submitting fee legislation which would result in estimated additional revenues of \$135,850, the Treasurer/Tax Collector is also submitting fee legislation anticipated to generate an additional \$100,000, and the Department of Public Health, Community Health Services is submitting permit and license fee legislation to generate an additional \$300,000.

12. The Budget Analyst will be presenting recommendations to reduce expenditures in the Mayor's recommended FY 1996-97 budget without reducing services. Significant recommendations will be presented for the following City Departmental budgets to be considered by the Budget Committee at its meeting of June 18, 1996:

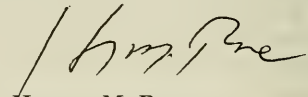
<u>Department</u>	<u>Budget Analyst's Recommended Expenditure Reductions</u>
Trial Courts	\$ 1,244,000 *
Sheriff	1,477,000
Police	<u>714,000</u>
Total	\$3,435,000

* It should be noted that the budget of the Trial Courts is not subject to review by the Mayor as only the Board of Supervisors can reduce the budget of the Trial Courts. (Anticipated State budget decisions affecting Trial Court Funding may impact the General Fund savings that can be achieved in the Trial Courts.

The recommendations of the Budget Analyst are subject to change over the next two weeks based on new information provided by City Departments.

13. The results of the Budget Analyst's review are detailed in three separate reports to the Budget Committee. Each report contains the recommendations of the Budget Analyst, along with explanations supporting those recommendations. These reports are as follows:

- General Administration and Finance and Public Protection (June 18, 1996, 1:00 p.m.)
- Culture and Recreation and Public Works, Transportation and Commerce (June 19, 1996, 1:00 p.m.)
- Human Welfare, Community Health - Department of Public Health, General City Responsibilities and Capital Projects (June 20, 1996, 1:00 p.m.)


Harvey M. Rose

cc: Supervisor Hsieh	Supervisor Yaki
Supervisor Kaufman	Clerk of the Board
Supervisor Bierman	Chief Administrative Officer
President Shelley	Controller
Supervisor Alioto	Margaret Kisliuk
Supervisor Ammiano	Paul Horcher
Supervisor Brown	Ted Lakey
Supervisor Katz	
Supervisor Leal	
Supervisor Teng	

MINUTES
C A L E N D A R

DEPARTMENTAL BUDGET HEARINGS
// BUDGET COMMITTEE
// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SF
390.07
#2
6/18/76
TUESDAY, JUNE 18, 1996, 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:30 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

GENERAL ADMINISTRATION & FINANCE

ADM Administrative Services
CFM Convention Facilities Management
PUR Purchaser
RCD Recorder/County Clerk
REG Elections
RES Real Estate
MYR Mayor
CHF Children, Youth & Families
ECN Business & Economic Development
ENV Environment
BOS Board of Supervisors
ETH Ethics Commission
CAT City Attorney
TTX Treasurer/Tax Collector
CON Controller
ASR Assessor
CPC City Planning
PAB Permit Appeals
RNT Rent Arbitration Board
CSC Civil Service Commission
HRD Human Resources
RET Retirement Services

PUBLIC PROTECTION

CRT Trial Courts
JUV Juvenile Court
LLB Law Library
AGW County Agriculture/Weights & Measures
CME Coroner
ANC Animal Care & Control
PAG Public Administrator/Guardian
DAT District Attorney
PDR Public Defender
SHF Sheriff
ADP Adult Probation
FIR Fire Department
POL Police
PTC Parking and Traffic

SPEAKERS: Harvey Rose, Budget Analyst, Ken Bruce.
DEPARTMENTAL REPRESENTATIVES ON BEHALF OF THE
FOLLOWING DEPARTMENTS:

- ADM - Bill Lee - No Comment
- CFM - Jack Moershaecher - No Comment
- PUR - M. H. Geistlinger - Agrees with B.A.
- RCD - Gregory Diaz - Agrees with B.A.
- REG - Germaine Wong - No Comment
- RES - Tony DeLucchi - No Comment
- MYR - Margaret Kisliuk - No Comment
- CHF - Jeff Mori - Disagrees
- ECN - Margaret Kisliuk - No Comment
- ENV - Mike Martin - No Comment
- BOS - John Taylor - Disagrees
- ETH - Jane Rubin - Disagrees
- CAT - Louise Renne - Agrees with B.A.
- TTX - Mary Callanan, Dick Sullivan - Agree with B.A.
- CON - Ed Harrington - Agrees with B.A.
- ASR - Doris Ward - Disagrees
- CPC - Amit Ghosh - Disagrees
- PAB - Robert Feldman - Disagrees
- RNT - Joe Grubb - Disagrees
- CSC - Al Walker - Disagrees
- HRD - Wendell Pryor - Disagrees
- RET - Clare Murphy - Disagrees
- CRT - Alan Carlson; Hon. Stewart Pollack, Superior
Court; Hon. Tomar Mason, Municipal Court
- JUV - Ed Flowers - Agrees with B.A.
- LLB - Marcia Bell - No Comment
- AGW - Dave Frieders - Disagrees
- CME - Dr. Boyd Stephens - Disagrees
- ANC - Carl Friedman - Disagrees
- PAG - Rocardio Hermamdez - Agrees
- DAT - Terence Hallinan - Disagrees
- PDR - Jeff Brown - Agrees with B.A.
- SHF - Mike Hennessey - Disagrees
- ADP - Arlene Sauser - Agrees with B.A.
- FIR - Chief Robert Demmons - Disagrees
- POL - Chief Fred Lau - Has concerns
- PTC - John Newlin - Agrees in part.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO PUBLIC HEARING,
SATURDAY, JUNE 22, 1996.

VOTE: 3-0

TIME MEETING ADJOURNED: 4:00 P.M.

SF
570 27
#2
6/19/96
101 MINUTES

DEPARTMENTAL BUDGET HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 19, 1996 - 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:10 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

CULTURE & RECREATION

USD County Education Office
SCI Academy of Sciences
ART Art Commission
WAR War Memorial
FAM Fine Arts Museums
AAM Asian Art Museum
LIB Public Library
REC Recreation & Park Commission

DOCUMENTS DEPT.

AUG 27 1996

SAN FRANCISCO
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PUBLIC WORKS, TRANSPORTATION & COMMERCE

DPW Public Works
DBI Building Inspection
AIR Airport
PRT Port Commission
TIS Telecommunications & Information Services
PUC Public Utilities Commission (PUC)
LHP Light, Heat and Power
HHP Hetch Hetchy Project
WTR Water
DPT Municipal Railway

SPEAKERS: Harvey Rose, Budget Analyst, Steve Foti

DEPARTMENTAL REPRESENTATIVES ON BEHALF OF THE FOLLOWING
DEPARTMENTS:

USD - Bill Goldman - No comment
SCI - Robert Jenkins - Agrees with B.A.
ART - Richard Newirth - Agrees with B.A.
WAR - Elizabeth Murray - Disagrees
FAM - Harry S. Parker - Disagrees
AAM - Emily Sano - Disagrees
LIB - Ken Dowlin - Agrees
REC - Mary Burns - Disagrees in part
DPW - Mark Primeau - Disagrees
DBI - Frank Y. Chiu - Agrees with B.A.
AIR - John Martin - Agrees with B.A.
PRT - Dennis Bouey - Agrees in part
TIS - Margaret Kisliuk - Agrees with B.A.
PUC - Anson Moran - Disagrees in part.
LHP - Anson Moran "
HHP - Anson Moran "
WTR - Anson Moran "
Introduces Larry Klein, John Mullane, Cheryl Davis
DPT - Phil Adams - Introduces Rudy Nothenberg, Fred Clarke,
Dave Stumpo, Kathy Gilbert, Nancy Wheelan, Roger Contreras

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO PUBLIC
 HEARING, SATURDAY, JUNE 22, 1996.

VOTE: 3-0

2. File 161-96-4. [Redevelopment Agency Budget and Bonds]
Resolution approving the budget of the Redevelopment Agency of
the City and County of San Francisco for fiscal year 1996-97;
and approving the issuance by the Agency of Bonds in an
aggregate principal amount not to exceed \$43,000,000 for the
purpose of financing Redevelopment activities in fiscal year
1996-97. (Redevelopment Agency)

SPEAKERS: Harvey Rose, Budget Analyst, Ted Lakey, City Attorney
Clifford Graves

ACTION: AMENDMENT OF THE WHOLE PRESENTED IN COMMITTEE.
 ADOPTED. CONSIDERATION CONTINUED TO JUNE 26, 1996.

VOTE: 3-0

TIME MEETING ADJOURNED: 3:20 P.M.

101 MINUTES

DEPARTMENTAL BUDGET HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

THURSDAY, JUNE 20, 1996, 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:10 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

HUMAN WELFARE

AGE Commission on the Aging
HRC Human Rights Commission
WOM Commission on the Status of Women
DSS Social Services

COMMUNITY HEALTH - DEPARTMENT OF PUBLIC HEALTH DOCUMENTS DEPT.

HCH Community Health Services
HLH Laguna Honda Hospital
HGH San Francisco General Hospital
HMH Department of Mental Health

AUG 27 1996

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GEN - GENERAL CITY RESPONSIBILITIES

CAP - CAPITAL EXPENDITURE PLAN

SPEAKERS: Harvey Rose, Budget Analyst

DEPARTMENTAL REPRESENTATIVES ON BEHALF OF THE FOLLOWING DEPARTMENTS:

AGE - David Ishida - Disagrees with Budget Analyst
HRC - Edwin Lee - Agrees with Budget Analyst
WOM - Sonia Melara - Agrees
DSS - Michael Wald - Disagrees in part
HCH - Dr. Sandra Hernandez - Disagrees
HLH - Dr. Sandra Hernandez, Anthony Wagner
HGH - Dr. Sandra Hernandez
HMH - Dr. Sandra Hernandez - Disagrees in part
Introduces Robert Prentice, PhD, Jo Ruffin, Sarah Esher,
Monique Zmuda, Larry Meredith, PhD, Richard Cordova, Ed
Gazzano
GEN - Ed Harrington, Agrees
CAP - Neal Taniguchi - Agrees, Margaret Kisliuk, Ed
Harrington

ACTION: HEARING HELD. (Controller Ed Harrington submits adjustments to Mayor's Budget.) CONSIDERATION CONTINUED TO PUBLIC HEARING, SATURDAY, JUNE 22, 1996.

VOTE: 3-0

2. File 157-96-1. (Departmental Report of Fees, 1995-96) Hearing to consider communication transmitting Departmental Report Fees, 1995-96, pursuant to Section 3.17-2 of the Administrative Code. (Controller)

SPEAKER: Ed Harrington, Controller

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO JUNE 27, 1996.

VOTE: 3-0

TIME MEETING ADJOURNED: 3:38 P.M.

/// MINUTES
BUDGET COMMITTEE PUBLIC HEARING - PUBLIC TESTIMONY
// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

VETERANS BUILDING
401 VAN NESS AVENUE
LEGISLATIVE CHAMBER

CLERK: Barbara Stavro

1. File 100-96-1. [Annual Budget] Consideration of the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

ADM	Administrative Services
CFM	Convention Facilities Management
PUR	Purchaser
RCD	Recorder/County Clerk
REG	Elections
RES	Real Estate
MYR	Mayor
CHF	Children, Youth & Families
ECN	Business & Economic Development
ENV	Environment
BOS	Board of Supervisors
ETH	Ethics Commission
CAT	City Attorney
TTX	Treasurer/Tax Collector
CON	Controller
ASR	Assessor
CPC	City Planning
PAB	Permit Appeals
RNT	Rent Arbitration Board
CSC	Civil Service Commission
HRD	Human Resources
RET	Retirement Services

CRT	Trial Courts
JUV	Juvenile Court
LLB	Law Library
AGW	County Agriculture/Weights & Measures
CME	Coroner
ANC	Animal Care & Control
PAG	Public Administrator/Guardian
DAT	District Attorney
PDR	Public Defender
SHF	Sheriff
ADP	Adult Probation
FIR	Fire Department
POL	Police
PTC	Parking and Traffic

SAN FRANCISCO
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CULTURE & RECREATION

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SCI Academy of Sciences
ART Art Commission
WAR War Memorial
FAM Fine Arts Museums
AAM Asian Art Museum
LIB Public Library
REC Recreation & Park Commission

PUBLIC WORKS, TRANSPORTATION & COMMERCE

DPW Public Works
DBI Building Inspection
AIR Airport
PRT Port Commission
TIS Telecommunications & Information Services
PUC Public Utilities Commission (PUC)
LHP Light, Heat and Power
HHP Hetch Hetchy Project
WTR Water
DPT Municipal Railway
San Francisco Redevelopment Agency

HUMAN WELFARE

AGE Commission on the Aging
HRC Human Rights Commission
WOM Commission on the Status of Women
DSS Social Services

COMMUNITY HEALTH - DEPARTMENT OF PUBLIC HEALTH

HCH Community Health Services
HLH Laguna Honda Hospital
HGH San Francisco General Hospital
HMH Department of Mental Health

GEN - GENERAL CITY RESPONSIBILITIES

CAP - CAPITAL EXPENDITURE PLAN

BUDGET COMMITTEE PUBLIC HEARING - PUBLIC TESTIMONY

PAGE 3

JUNE 22, 1996

SPEAKERS: CATEGORY 1: General Administration & Finance, Public Protection - Regina Sneed, Rebecca Evan, Frank Lee, Beryl MacGilry, Rebecca Silverberg, John O'Brien, Margaret Brodtkin, Michael Hopper, Marybeth Wallace, Joan Pierson, Mr. Tong, Maria Tam, Bev Nelson. CATEGORY 2: Culture & Recreation, Public Works, Transportation & Commerce - Margaret Brodtkin, Marybeth Wallace, Joan Pierson, Marshall Sanders, Richard Delaney. CATEGORY 3: Human Welfare, Community Health-DPH, General City Responsibilities, Capital Expenditure Plan - Julia Leavitt, Art Holcomb, Phyllis Bauman, Virginia Kaiser, Steven Young, Jeffery Stermann, Gennie Jones, Bernie Rush, Anne Whis, Nikolai Chestakov, Anna Tsipehynk, Martha Lewkowitz, Barbara Thompson, Mary K. Connor, Jennifer Friedenbach, Steve Leoni, Christine Winkler, Alva Kaneabla, Dr. Hosea Thomas, Maria Chin Mack, Richard Delaney, Maria Rivero, Gloria Watt, Sophie Mace, Vera Haile, Arlene Jech, Ruth Ryan, Anni Chung, Thelma Domingo, Dr. Charles Stinson, Sonny Quinn, John O'Brien, Ollie Burgess.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO TUESDAY, JUNE 25, 1996.

VOTE: 3-0

TIME MEETING ADJOURNED: 11:30 A.M.

MINUTES

DEPARTMENTAL BUDGET REVIEW
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF/SAN FRANCISCO

TUESDAY, JUNE 25, 1996 - 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:10 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

GENERAL ADMINISTRATION & FINANCE

ADM Administrative Services
CFM Convention Facilities Management
PUR Purchaser
RCD Recorder/County Clerk
REG Elections
RES Real Estate
MYR Mayor
CHF Children, Youth & Families
ECN Business & Economic Development
ENV Environment
BOS Board of Supervisors
ETH Ethics Commission
CAT City Attorney
TTX Treasurer/Tax Collector
CON Controller
ASR Assessor
CPC City Planning
PAB Permit Appeals
RNT Rent Arbitration Board
CSC Civil Service Commission
HRD Human Resources
RET Retirement Services

DOCUMENTS DEPT.

AUG 27 1996

SAN FRANCISCO
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PUBLIC PROTECTION

CRT Trial Courts
JUV Juvenile Court
LLB Law Library
AGW County Agriculture/Weights & Measures
CME Coroner
ANC Animal Care & Control
PAG Public Administrator/Guardian
DAT District Attorney
PDR Public Defender
SHF Sheriff
ADP Adult Probation
FIR Fire Department
POL Police
PTC Parking and Traffic

BUDGET COMMITTEE DEPARTMENTAL REVIEW

PAGE 2

JUNE 26, 1996

SPEAKERS: Harvey Rose, Ken Bruce, Fred Brousseau, Peg Stevenson, Budget Analyst's Office; Margaret Kisliuk, Jeff Mori, Louise Renne, Tommie Whitlow, Amit Ghosh, Joe Grubb, Al Walker, Wendel Pryor, Mark Martin, Clare Murphy, Judge Tomar Mason, Judge Stewart Pollack, Dave Frieders, Neal Toniguchi, Dr. Boyd Stephens, Carl Friedman, Mike Hennessey, Arlene Sauser, Chief Robert Demmons, Chief Fred Lau, John Newlin.

VOTE: 3-0.

ACTION: HEARING HELD. CONTINUED TO WEDNESDAY, JUNE 26, 1996.
(SHF - Sheriff continued to June 27, 1996)

TIME MEETING ADJOURNED: 4:05 P.M.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 21, 1996

DOCUMENTS DEPT.

JUN 26 1996

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TO: Budget Committee

FROM: Budget Analyst *Recommendation for*

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1996-97 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the budget Committee budget review.

Budget Committee Review, June 25, 1996 1:00 p.m.

General Administration and Finance

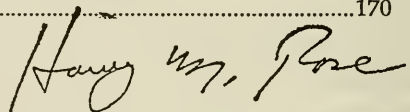
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June 21, 1996

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Harvey M. Rose

cc: Supervisor Hsieh	Supervisor Yaki
Supervisor Kaufman	Clerk of the Board
Supervisor Bierman	Chief Administrative Officer
President Shelley	Controller
Supervisor Alioto	Margaret Kisliuk
Supervisor Ammiano	Paul Horcher
Supervisor Brown	Ted Lakey
Supervisor Katz	
Supervisor Leal	
Supervisor Teng	

BOARD OF SUPERVISORS
BUDGET ANALYST

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ADM Administration Services			Budget Volume: Budget Page:	V 2813
	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Revenue Amounts:				
General Fund Unallocated	\$2,796,003	\$1,675,936	(\$1,120,067)	-40.1 %
Other Department Revenue		4,469,620	4,469,620	-
Recoveries	599,975		(599,975)	-100.0
Revenue Transfers				-
Dept. General Fund Revenue	3,857,729		(3,857,729)	-100.0
Supplemental Appropriations				-
Sources	\$7,253,707	\$6,145,556	(\$1,108,151)	-15.3 %
Expenditure Amounts:				
Operating Expenditures	\$4,304,782	\$4,895,556	\$590,774	13.7 %
Ac. Maint. / Capital Imp.	2,348,950	1,250,000	(1,098,950)	-46.8
Subtotal - Mayor's Budget	<u>\$6,653,732</u>	<u>\$6,145,556</u>	<u>(\$508,176)</u>	<u>-7.6 %</u>
Transferred Expenses				- %
Recoveries	599,975	13,000	(586,975)	-97.8
Supplemental Appropriations				-
Uses	\$7,253,707	\$6,158,556	(\$1,095,151)	-15.1 %
Positions:				
Permanent	26.00	29.34	3.34	12.8 %
Temporary		0.02	0.02	-
Work Order	3.00		(3.00)	-100.0 %
Salary Savings		(0.35)	(0.35)	-
Project Positions		(3.02)	(3.02)	-
Subtotal, Mayor's Budget	<u>29.00</u>	<u>25.99</u>	<u>(3.01)</u>	<u>-10.4 %</u>
Adjustments (FTE):				
Certtime				- %
Salary Savings	(0.21)		0.21	-100.0
Project Positions	(3.46)	(3.97)	(0.51)	14.7
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	25.33	22.02	(3.31)	-13.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ADM - Administrative Services

Financial Data:

The Administrative Services' proposed \$4,895,556 operating budget for FY 1996-97 is \$590,774 or 13.7 percent more than the original FY 1995-96 budget of \$4,304,782. The net decrease from the revised FY 1995-96 budget is \$1,409,226 or 22.4 percent.

Summary of Budgeted Programs:

		<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
<u>Program</u>		<u>Original</u> <u>Budget</u>	<u>Revised</u> <u>Budget</u>	<u>Mayor's</u> <u>Recommended</u>
BAI Solid Waste Management		\$3,857,729	\$3,857,729	\$4,469,620
FAC Public Finance/General		<u>3,395,978</u>	<u>3,395,978</u>	<u>1,688,936</u>
Total All Programs		\$7,253,707	\$7,253,707	\$6,158,556
Less: Recoveries		<u>(599,975)</u>	<u>(599,975)</u>	<u>(13,000)</u>
Subtotal, Mayor's Budget		\$6,653,732	\$6,653,732	\$6,145,556
Less: Fac. Maint./Cap. Imp.		<u>(2,348,950)</u>	<u>(348,950)</u>	<u>(1,250,000)</u>
Net Department Budget		\$4,304,782	\$6,304,782	\$4,895,556

Personnel Changes

A new Charter mandated position of Administrative Services Director is created to replace the Chief Administrative Officer, who will be transferred to the Mayor's Office under the Mayor's Recommended Budget. The salary for this new position is \$119,825. In addition, the budget includes a new Special Assistant XI, at a salary of \$61,727.

Expenditure Changes

All expenditure objects in the Public Finance/General program have experienced reductions commensurate with the transfer of responsibilities from the CAO to the Mayor under the new Charter. The Solid Waste Management Program has minor increases to most objects of expenditure, commensurate with inflation, with the largest increase for the creation of a Mini-Grant program, to support and promote used oil recycling and hazardous waste handling (\$253,383). This program is grant supported.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: **CFM Convention Facilities Management**

Budget Volume:
Budget Page:

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2501**

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	\$35,484,974	\$57,587,140	\$22,102,166	62.3
Recoveries				-
Revenue Transfers	8,729,038	24,917,038	16,188,000	185.4
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$44,214,012	\$82,504,178	\$38,290,166	86.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$41,863,533	\$44,380,203	\$2,516,670	6.0 %
Fac. Maint. / Capital Imp.	1,000,000	750,000	(250,000)	-25.0
Subtotal - Mayor's Budget	\$42,863,533	\$45,130,203	\$2,266,670	5.3 %
Transferred Expenses	\$1,350,479	\$37,373,975	\$36,023,496	2667.5 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$44,214,012	\$82,504,178	\$38,290,166	86.6 %
Mayor's Listed Positions:				
Permanent	3.00	3.00	0.00	0.0 %
Temporary		0.34	0.34	-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	3.00	3.34	0.34	11.3 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	3.00	3.34	0.34	11.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CFM - Convention Facilities Management**

Financial Data:

The Convention Facilities Management's proposed \$44,380,203 budget for FY 1996-97 is \$2,516,670 or 6.0 percent more than the original FY 1995-96 budget of \$41,863,533. The net increase from the revised FY 1995-96 budget is identical to the increase from the original.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Mayor's Recommended</u>
EAD Convention Facilities Program Management	<u>\$44,214,012</u>	<u>\$43,534,512</u>	<u>\$82,504,178</u>
Total All Programs	\$44,214,012	\$43,534,512	\$82,504,178
Less: Transferred Expenses	<u>(1,350,479)</u>	<u>(1,350,479)</u>	<u>(37,373,975)</u>
Subtotal, Mayor's Budget	\$42,863,533	\$42,184,033	\$45,130,203
Less: Fac. Maint./Capital Imp.	<u>(1,000,000)</u>	<u>(320,500)</u>	<u>(750,000)</u>
Net Departmental Budget	\$41,863,533	\$41,863,533	\$44,380,203

Personnel Changes:

The number of FTEs has increased by 0.34.

Operating Expenditure Changes:

The proposed increase of approximately \$2.5 million in Convention Facilities Management operations is primarily made of the following:

\$1,201,978	Spectacor Management Contract for the Civic Auditorium to reflect increased costs for a full year of operation and the staging of the San Francisco Opera 1996 season;
\$ 790,045	Increased Debt Service related to the completion of the Civic Auditorium renovation project;
\$ 181,180	Light, Heat and Power cost increases for a full year of operation at the Civic Auditorium;
\$250,000	Facilities Maintenance at the Civic Auditorium.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CFM - Convention Facilities Management

Revenue Transfer

The Conventions Facilities Management Budget also includes a revenue transfer of \$37,373,975 from increased Hotel Tax collections, resulting from the recently approved 2 percent increase and available Convention Facilities Management fund balance, which are transferred to the new Moscone Center Expansion project. Expenditures for this project are included in the Capital Projects Budget.

Recommendations:

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PUR Purchaser

Budget Volume: V
Budget Page: 3151

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,690,307	\$1,804,162	\$113,855	6.7 %
Other Department Revenue				-
Recoveries	18,628,082	19,548,179	920,097	4.9
Revenue Transfers				-
Dept. General Fund Revenue	250,675	200,000	(50,675)	-20.2
Supplemental Appropriations				-
Total Sources	\$20,569,064	\$21,552,341	\$983,277	4.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,937,282	\$1,989,162	\$51,880	2.7 %
Fac. Maint. / Capital Imp.	3,700	15,000	11,300	305.4
Subtotal - Mayor's Budget	\$1,940,982	\$2,004,162	\$63,180	3.3 %
Transferred Expenses				- %
Recoveries	18,628,082	19,548,179	920,097	4.9
Supplemental Appropriations				-
Total Uses	\$20,569,064	\$21,552,341	\$983,277	4.8 %
Mayor's Listed Positions:				
Permanent	187.00	187.47	0.47	0.3 %
Temporary				-
Work Order				-
Salary Savings	(8.00)	(8.27)	(0.27)	3.4
Project Positions			0.00	-
Subtotal, Mayor's Budget	179.00	179.20	0.20	0.1 %
Adjustments (FTE):				
Overtime	1.07	1.04	(0.03)	-2.8 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	180.07	180.24	0.17	0.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PUR - Purchaser**

Financial Data:

The Purchaser's proposed \$1,989,162 budget for FY 1996-97 is \$51,880 or 2.7 percent more than the original FY 1995-96 budget of \$1,937,282. The net increase from the revised FY 1995-96 budget is identical to the original FY 1995-96 budget.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Program Expenditures			
Management/Administration	\$467,927	\$467,927	\$474,183
Central Shops	13,479,746	13,479,746	14,234,023
Procurement Services	3,010,333	3,010,333	3,086,135
Reproduction	<u>3,607,358</u>	<u>3,607,358</u>	<u>3,743,000</u>
Total Expenditures	\$20,565,364	\$20,565,364	\$21,537,341
Program Recoveries			
Management/Administration	\$110,561	\$110,561	\$115,230
Central Shops	13,349,126	13,349,126	14,102,538
Procurement Services	1,561,037	1,561,037	1,587,411
Reproduction	<u>3,607,358</u>	<u>3,607,358</u>	<u>3,743,000</u>
Total Work Order Recoveries	\$18,628,082	\$18,628,082	\$19,548,179
Net Expenditures	\$1,937,282	\$1,937,282	\$1,989,162

Department Revenues:

Work order recovery revenues are anticipated to increase from \$18,628,082 (original FY 1995-96) to \$19,548,179, an increase of \$920,097 or 4.9 percent, due to salary increases and increased demand for Purchaser services from the Police Department, primarily for equipment maintenance, and from Public Works, for maintenance of street cleaning equipment.

General Fund revenues from the sale of surplus property decrease by \$50,675 from \$250,675 to \$200,000, due to a reduction in surplus equipment.

Department Expenditures:

The Department's General Fund expenditures increase by \$51,880, from \$1,937,282 in FY 1995-96 to \$1,989,162 in FY 1996-97, due to increased fringe benefits and step increases.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PUR - Purchaser

Comments

1. The Purchasing function has been included in the new Administrative Services Department.
2. Many City departments are entering purchase requisitions and, for procurements up to \$5,000, purchase orders, directly into the new ONLINE FAMIS/ADPICS system. Implementation of this new computerized system for all departments will continue through FY 1996-97.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

PUR - Purchaser

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From To</u>	<u>Amount From To</u>	<u>Savings</u>
<u>Administration (FCC)</u>						
3167	035	Other Current Expenses To reduce Other Current Expenses in accordance with the Department's updated requirements.			\$30,000 \$20,000	\$10,000
3167	040	Materials and Supplies To reduce Materials and Supplies in accordance with the Department's updated requirements.			12,000 10,000	2,000
3167	081	Services of Other Depts. To reduce funding for Reproduction Services, in accordance with the Department's updated requirements.			346,939 340,939	6,000
Total Reductions						<u>\$18,000</u>

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: RCD Recorder/County Clerk

Budget Volume:
Budget Page:

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	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$6,695	\$69,744	\$63,049	941.7 %
Other Department Revenue	1,123,069	1,210,890	87,821	7.8
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	925,708	1,026,960	101,252	10.9
Supplemental Appropriations				-
Total Sources	\$2,055,472	\$2,307,594	\$252,122	12.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$2,055,472	\$2,307,594	\$252,122	12.3 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$2,055,472	\$2,307,594	\$252,122	12.3 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$2,055,472	\$2,307,594	\$252,122	12.3 %
Mayor's Listed Positions:				
Permanent	35.00	35.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings	(2.00)	(1.64)	0.36	-18.0
Project Positions				-
Subtotal, Mayor's Budget	33.00	33.36	0.36	1.1 %
Adjustments (FTE):				
Overtime	0.01	0.01	0.00	0.00 %
Salary Savings	0.33		(0.33)	-100.00
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	33.34	33.37	0.03	0.1 %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97**

Department: **RCD - Recorder/County Clerk**

Financial Data:

The County Clerk/Recorder's proposed \$2,307,594 budget for FY 1996-97 is \$252,122 or 12.3 percent more than the original FY 1995-96 budget of \$2,055,472. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to that of the original.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year 1996-97
	<u>Original</u>	<u>Revised</u>	
Recorder	\$1,802,093	\$1,802,093	\$2,084,728
County Clerk	<u>253,379</u>	<u>253,379</u>	<u>222,866</u>
Total	\$2,055,472	\$2,055,472	\$2,307,594

Department Revenue and Fee Changes:

The County/Clerk Recorder's total projected revenue for FY 1996-97 of \$2,237,850 is \$189,073 or 9.2 percent more than the projected revenue amount of \$2,048,777 for FY 1995-96. This increase in revenue primarily reflects more accurate accounting of revenues along with more efficient collection of revenues plus the recent implementation of the collection of delinquent Transfer Taxes and the collection of fees for processing passport applications.

Departmental Personnel Changes:

None.

Department Expenditure Increases:

The Recorder is proposing to purchase a fully automated Imaging Recording System, at a cost of, \$235,000 from State Authorized Special Revenue funds, accounting for nearly all of the \$252,122 overall increase in the budget. The Recorder advises that this System, which will be linked to the City's LAN System, will provide for more reliable, efficient and quicker retrieval of record information by the public and City departments. According to the Recorder, updating the records system will improve the Department's revenue generating capability with respect to the collection of fees. The Electronic Information Processing Steering Committee (EIPSC) has analyzed and approved the proposed Imaging Recording System. The Budget Analyst recommends approval of this system.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: REG Elections

Budget Volume:
Budget Page:

V
3211

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$3,349,421	\$2,479,309	(\$870,112)	-26.0 %
Other Department Revenue				-
Recoveries	39,500	35,100	(4,400)	-11.1
Revenue Transfers				-
Dept. General Fund Revenue	336,000	124,300	(211,700)	-63.0
Supplemental Appropriations	141,521		(141,521)	-100.0
total Sources	\$3,866,442	\$2,638,709	(\$1,227,733)	-31.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$3,685,421	\$2,603,609	(\$1,081,812)	-29.4 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$3,685,421	\$2,603,609	(\$1,081,812)	-29.4 %
Transferred Expenses				- %
Recoveries	39,500	35,100	(4,400)	-11.1
Supplemental Appropriations	141,521		(141,521)	-100.0
total Uses	\$3,866,442	\$2,638,709	(\$1,227,733)	-31.8 %
Mayor's Listed Positions:				
Permanent	11.00	11.90	0.90	8.2 %
Temporary	23.00	9.98	-13.02	-56.6
Work Order				-
Salary Savings	-1.00	-0.63	0.37	-37.0
Project Positions				-
Subtotal, Mayor's Budget	33.00	21.25	-11.75	-35.6 %
Adjustments (FTE):				
Overtime	0.47	0.42	-0.05	-10.6 %
Supplemental Appropriations	1.00		-1.00	-100.0
Other Adjustments	-0.37		0.37	-100.0
total FTE	34.10	21.67	-12.43	-36.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: REG - Elections

Financial Data:

The Registrar's proposed \$2,603,609 budget for FY 1996-97 is \$1,081,812 or 29.4 percent less than the original FY 1995-96 budget of \$3,685,421. The net decrease from the revised FY 1995-96 budget to the FY 1996-97 budget is \$1,223,333 or 32 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Registrar	<u>\$3,685,421</u>	<u>\$3,826,942</u>	<u>\$2,603,609</u>
Total	<u>\$3,685,421</u>	<u>\$3,826,942</u>	<u>\$2,603,609</u>

Department Revenue and Fee Changes

The Registrar's projected revenue amount of \$124,300 for FY 1996-97 is \$211,700 or 63 percent less than the projected revenue amount of \$336,000 for 1995-96. The reduction in revenue primarily reflects a reduction in State Mandated Election Cost revenues.

Departmental Personnel Changes

One new 1819 Management Information System Specialist position was previously approved by the Board of Supervisors through a supplemental appropriation, at a cost of \$61,439. Additionally, the Registrar is proposing to (1) substitute one 1655 Systems Accountant for one 1823 Senior Administrative Analyst, at an increased cost of \$6,252 (excluding fringe benefits) and (2) delete one vacant 1426 Senior Clerk Typist position, for a reduction of \$32,950 and add one (.90) 1403 Elections Worker, at a cost of \$31,818. The annualized cost of the Elections Worker at the top step is \$35,548 or \$2,598 more than the \$32,950 for Senior Clerk Typist. These substitutions have been approved by the Department of Human Resources staff.

Department Expenditure Increases

The Registrar's total proposed budget for FY 1996-97 reflects a decrease of \$1,081,812 because there will be one election in FY 1996-97 instead of the three elections held in FY 1995-96. Expenditure categories which are being decreased, based on one election, primarily include Temporary Salaries (\$693,979), Court Fees and Other Compensation (\$363,504) and Other Current Expenses (\$159,874).

Recommendations

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: RES Real Estate

Budget Volume: V
Budget Page: 3223

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$787,831	\$952,602	\$164,771	20.9 %
Other Department Revenue	3,177,086	3,723,343	546,257	17.2
Recoveries	1,173,133	1,266,135	93,002	7.9
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
total Sources	\$5,138,050	\$5,942,080	\$804,030	15.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$3,421,782	\$4,127,588	\$705,806	20.6 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$3,421,782	\$4,127,588	\$705,806	20.6 %
Transferred Expenses	\$543,135	\$548,357	\$5,222	1.0 %
Recoveries	1,173,133	1,266,135	93,002	7.9
Supplemental Appropriations				-
total Uses	\$5,138,050	\$5,942,080	\$804,030	15.6 %
Mayor's Listed Positions:				
Permanent	21.00	21.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings		(0.39)	(0.39)	-
Project Positions		(9.50)	(9.50)	-
Subtotal, Mayor's Budget	21.00	11.11	(9.89)	-47.1 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments	(9.89)		9.89	-100.0
total FTE	11.11	11.11	0.00	0.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: RES - Real Estate

Financial Data:

The Real Estate Department's proposed operating budget of \$4,127,588 for FY 1996-97 is \$705,806 or 20.6 percent more than the original FY 1995-96 budget of \$3,421,782. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to that of the original.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Real Estate Administration	<u>\$3,421,782</u>	<u>\$3,421,782</u>	<u>\$4,127,588</u>
Total	<u>\$3,421,782</u>	<u>\$3,421,782</u>	<u>\$4,127,588</u>

Department Revenue and Fee Changes:

The Real Estate Department's projected revenue amount of \$3,723,343 for FY 1996-97 is \$546,257 or 17.2 percent more than the projected revenue amount of \$3,177,086 for FY 1995-96. The Real Estate Department reports that the increase in revenue is primarily due to an increase from 3 percent to 4.5 percent in the Building Fee Surcharge on building permits, collected by the Building Inspection Department from individuals and contractors to fund the debt service on the 1660 Mission Street building, which is managed by the Real Estate Department. The 1660 Mission Street building houses the City's one-stop Permit Center.

Department Personnel Changes:

The Real Estate Department is requesting two new positions as follows: (1) .50 Real Property Officer (4140), at a cost of \$ 23,947, and (2) .50 Sr. Real Property Officer (4142), at a cost of \$27,718, for a total cost of \$51,665. These requested increases would correct the salary amounts in positions which were understated in the fiscal year 1995-96 budget.

Department Expenditures by Program:

The Real Estate Department's proposed FY 1996-97 budget includes the following major increases totaling \$655,310: (1) \$33,550 for Materials and Supplies for software for the City's Geographic Information System (GIS), (2) \$39,312 for Equipment Purchase for data processing equipment for the City's GIS System, (3) \$532,448 for Other Current Expenses primarily for required increased debt service payments for the 25 Van Ness and 1660 Mission Street buildings and (4) \$50,000 for Services of Other Departments.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: MYR Mayor

Budget Volume: V
Budget Page: 3049

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$4,361,863	\$5,374,628	\$1,012,765	23.2 %
Other Department Revenue	43,376,543	75,060,194	31,683,651	73.0
Recoveries	6,857,604	6,101,535	(756,069)	-11.0
Revenue Transfers				-
Dept. General Fund Revenue	63,000	63,000	0	0.0
Supplemental Appropriations				-
Total Sources	\$54,659,010	\$86,599,357	\$31,940,347	58.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$43,786,320	\$47,030,541	\$3,244,221	7.4 %
Fac. Maint. / Capital Imp.	4,001,800	33,253,995	29,252,195	731.0
Subtotal - Mayor's Budget	\$47,788,120	\$80,284,536	\$32,496,416	68.0 %
Transferred Expenses	\$13,286	\$213,286	\$200,000	1505.3 %
Recoveries	6,857,604	6,101,535	(756,069)	-11.0
Supplemental Appropriations				-
Total Uses	\$54,659,010	\$86,599,357	\$31,940,347	58.4 %
Mayor's Listed Positions:				
Permanent	106.88	122.13	15.25	14.3 %
Temporary	1.00	1.86	0.86	86.0
Work Order	12.00	6.56	(5.44)	-45.3
Salary Savings	(6.12)	(3.70)	2.42	-39.5
Project Positions	(1.00)	(6.92)	(5.92)	592.0
Subtotal, Mayor's Budget	112.76	119.93	7.17	6.4 %
Adjustments (FTE):				
Overtime	0.02	0.02	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	112.78	119.95	7.17	6.4 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: MYR - Mayor's Office

Financial Data

The Mayor's proposed \$47,030,541 operating budget for FY 1996-97 is \$3,244,221 or 7.4% more than the original FY 1995-96 budget of \$43,786,320. The net increase from the revised FY 1995-96 budget to the FY 1996-97 budget is \$1,758,893 or 3.9 percent.

Summary of Budgeted Activities:

		<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
<u>Activity</u>		<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
ASK	Office of Emergency Services	\$429,859	\$429,859	\$450,487
BGP	Moscone Expansion Project	4,001,744	4,960,744	34,020,835
CGD	Criminal Justice	2,474,115	2,474,115	2,731,558
FAB	Community Development	26,541,704	26,541,704	26,561,009
FAJ	Assistance & Neighborhood Outreach	847,017	847,017	1,105,757
FAL	Children's Baseline	864,705	864,705	869,362
FCT	Risk Management/General	5,453,378	5,453,378	5,113,538
FEA	City Administration	2,687,208	3,213,536	3,790,058
FEQ	Grants for the Arts	10,097,239	10,097,239	11,119,481
FER	Neighborhood Beautification	633,690	633,690	641,430
FES	Commute Assistance	162,869	162,869	132,943
FEU	Water front Transportation	<u>465,482</u>	<u>465,482</u>	<u>62,899</u>
Total All Programs		\$54,659,010	\$56,144,338	\$86,599,357
Less: Recoveries		(6,857,604)	(6,857,604)	(6,101,535)
Transferred Expenses		(13,286)	(13,286)	(213,286)
Facilities Maintenance/ Capital Improvements		<u>(4,001,800)</u>	<u>(4,001,800)</u>	<u>(33,253,995)</u>
Net Departmental Budget		\$43,786,320	\$45,271,648	\$47,030,541

Summary of Position Changes:

The Mayor's proposed budget includes funding for 9.81 new positions, including a net change of 1 position due to reclassification of six positions at an increased cost of \$62,822. Changes in part-time positions, project funded positions and salary savings decrease funding in the proposed budget by 2.64 positions for a net increase of 7.17 full time equivalent positions as shown on the following pages. As explained in the following pages, these increased positions result from transfers.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **MYR - Mayor's Office**

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
1182R	City Administrative Officer	1.00	\$120,496	1.00	\$140,105
1369S	Special Assistant X	0.50	25,995	0.50	28,697
1368N	Special Assistant IX	2.00	106,645	2.00	125,437
1446A	Secretary II	0.31	12,431	1.00	40,455
1450N	Executive Secretary I	1.00	43,820	1.00	36,383
5502N	Project Manager I	1.00	64,284	1.00	64,284
5504N	Project Manager II	2.00	148,770	2.00	148,770
5508N	Project Manager IV	<u>1.00</u>	<u>102,208</u>	<u>1.00</u>	<u>102,208</u>
	Subtotals	8.81	\$624,649	9.50	\$686,339

Position Reclassifications Requested:

1374S	Special Assistant XV	1.00	\$75,000	1.00	\$82,711
1376S	Special Assistant XVII	(1.00)	(78,770)	(1.00)	(95,735)
1424S	Clerk Typist	1.00	\$28,877	1.00	33,382
1426S	Senior Clerk Typist	(1.00)	(36,220)	(1.00)	(36,566)
1367R	Special Assistant VIII	1.00	44,970	1.00	49,564
9774G	Sr. Community Development Specialist I	(0.50)	(24,015)	(0.50)	(29,389)
1371S	Special Assistant XII	1.00	62,562	1.00	66,425
1849A	Mayor's Program Manager	(1.00)	(62,562)	(1.00)	(62,562)
1365N	Special Assistant VI	1.00	40,400	1.00	42,856
1361	Special Assistant II	(1.00)	(30,641)	(1.00)	(32,155)
1375S	Special Assistant XVI	1.00	80,727	1.00	89,001
1374G	Special Assistant XV	<u>(0.50)</u>	<u>(37,506)</u>	<u>(0.50)</u>	<u>(41,355)</u>
	Subtotal Reclassifications and Substitutions	1.00	62,822	1.00	66,177
	Reduction of Salary Savings	2.42			
	Increase in Project Funded Positions	-5.92			
	Increase in Part Time Positions	0.86			
	Subtotal Other Position Changes	-2.64			
	Total Position Changes	7.17	\$687,471	10.50	\$752,516

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: **MYR - Mayor's Office**

Department Revenues:

1996-97 Mayor's Office Revenues include:

General Fund	\$4,961,785
Federal & State Grants	27,795,545
Hotel Tax Fund	15,355,385
Convention Facilities Fund	30,384,931
Other Departmental Revenue	<u>1,786,890</u>
Total	\$80,284,536

As noted above, the Mayor's Office budget includes estimated grant fund revenues of \$27,795,545. The Department of Housing and Urban Development Community Development Block Grant Program (CDBG), in an amount of \$26,466,009, is approximately 95% of the total estimated grant revenues. The CDBG revenues shown in the Mayor's budget includes six months for Calendar Year 1997 and six months for Calendar Year 1996.

Lastly, the Mayor's Office receives work order funds from the following sources:

San Francisco International Airport	\$550,000
Hetch Hetchy Operating Fund	55,875
Clean Water Operating Fund	85,000
San Francisco Port	<u>85,000</u>
Total	\$775,875

The expenditures supported by these work order funds are included under the City Administration Program and are discussed in Point 3 below. The work order funds budgeted in FY 1996-97 are the same amount as the work order funds appropriated to the Mayor's Office in FY 1995-96.

Department Expenditures:

1. The Moscone Expansion Project, Community & Neighborhood Outreach Project, Risk Management Project, Grants for the Arts, Neighborhood Beautification, Commute Assistance and the Waterfront Transportation Project, which are now in the Mayor's Office budget for FY 1996-97, were previously in the budget of the Chief Administrative Officer (CAO).

2. The increase of 7.17 time equivalent positions in the Mayor's Office budget results from the transfer of existing positions, which were previously in the budget of the CAO and from reassignments and reclassifications of existing positions within the Mayor's Office. Although the budget shows an increase of 7.17 positions, these positions result from transfers.

3. The work order funds described above in the amount of \$775,875 would provide funding for the State Lobbyist of \$100,000, the Federal Lobbyist of \$125,000, the Mayor's Protocol Fund \$25,000, five staff positions in the amount of \$362,913 and \$162,962 in support costs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: MYR - Mayor's Office

4. The Mayor's Office net General Fund supported expenditures has increased by \$1,012,765 or 23.2% compared to the original FY 1995-96 budget.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CHF Mayor's Office of Children, Youth & Families

Budget Volume:
Budget Page:

III
1789

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	13,421,860	14,124,616	702,756	5.2
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$13,421,860	\$14,124,616	\$702,756	5.2 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$13,145,174	\$13,847,930	\$702,756	5.3 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$13,145,174	\$13,847,930	\$702,756	5.3 %
Transferred Expenses	\$276,686	\$276,686	\$0	0.0 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$13,421,860	\$14,124,616	\$702,756	5.2 %
Mayor's Listed Positions:				
Permanent	34.00	33.92	(0.08)	-0.2 %
Temporary	3.00	3.00	0.00	0.0
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	37.00	36.92	(0.08)	-0.2 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	37.00	36.92	(0.08)	-0.2 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CHF - Children, Youth & Families

Financial Data:

The Mayor's Office of Children, Youth & Families proposed \$13,847,930 budget for FY 1996-97 is \$702,756 or 5.3 percent more than the original FY 1995-96 budget of \$13,145,174. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	<u>Mayor's</u>
	<u>Budget</u>	<u>Budget</u>	<u>Recommended</u>
CBA CHF - Administration	\$11,693,728	\$11,877,321	\$12,375,815
CBB CHF - Recreation and Park	322,719	260,886	331,498
CBC CHF - Mental Health	165,894	165,894	300,395
CBD CHF - Public Health	359,095	349,998	257,412
CBE CHF - Juvenile Probation	194,000	194,000	194,000
CBF CHF - Library	409,738	297,075	412,496
CBG CHF - Social Services	<u>276,686</u>	<u>276,686</u>	<u>253,000</u>
Total All Programs	\$13,421,860	\$13,421,860	\$14,124,616
Less: Recoveries			
Transferred Expenses	<u>(276,686)</u>	<u>(276,686)</u>	<u>(276,686)</u>
Net Departmental Budget	\$13,145,174	\$13,145,174	\$13,847,930

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: CHF - Children, Youth & Families

Summary of Position Changes:

The Mayor's proposed budget includes four new positions and various reductions in other full time equivalent positions for a net decrease of .08 positions as shown below.

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
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New Positions Requested

1366N	Special Assistant VII	1.00	\$38,028	1.00	\$46,067
1369N	Special Assistant X	1.00	47,215	1.00	57,394
1371N	Special Assistant XII	1.00	54,653	1.00	66,425
1373N	Special Assistant XIV	1.00	63,266	1.00	76,891
	Subtotals	4.00	\$203,162	4.00	\$246,777

Other Position Changes Requested

2230A	Physician Specialist	(0.45)	\$(36,082)	(0.45)	\$(43,738)
2586A	Health Worker II	(1.38)	(41,291)	(1.38)	(50,209)
2930A	Psychiatric Social Worker	(0.50)	(24,403)	(0.50)	(28,553)
3616C	Library Technical Asst.	(0.93)	(33,062)	(0.93)	(40,245)
3630A	Librarian I	(0.39)	(16,525)	(0.39)	(20,205)
2328	Nurse Practitioner	(0.43)	0	(0.43)	(18,608)

**Subtotal Other Position
Changes**

(4.08)	(151,363)	(4.08)	(201,558)
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Total Position Changes	(0.08)	\$51,799	(0.08)	\$45,219
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Department Personnel:

The four new positions and other position changes are being requested in the Mayor's budget to assist the Mayor's Office of Children, Youth & Families implement a comprehensive and coordinated planning process as follows.

1. The 1373 Special Assistant XIV (Assistant Director of Planing & Evaluation) would be responsible for the fiseal analysis of all departments as they relate to the provision of service to Children, Youth & Families.

2. The 1371 Special Assistant XII would have responsibilitics for the coordination of policy making and planning activities.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CHF - Children, Youth & Families

3. The 1369 Special Assistant X (Planner/Youth Development) would be responsible for coordinating, planning and servicing in the area of Youth Development.

4. The 1366 Special Assistant VII (Executive Assistant) would be responsible for providing administrative and organizational support to the Director.

	<u>1995-96</u>	<u>1996-97</u>
<u>Administration</u>		
Mayor's Office of Children, Youth and Families	\$715,564	\$1,024,340
<u>Programs</u>		
Childcare	3,176,574	3,275,069
Health and Social Services	3,176,574	3,275,069
Job Readiness, Training, and Job Placement	3,176,574	3,275,069
Library, Recreation, Delinquency Prevention and Education	<u>3,176,574</u>	<u>3,275,069</u>
Subtotal - Programs	\$12,706,296	\$13,100,276
Total	\$13,421,860	\$14,124,616

Comments

1. The monies in the Children's Fund have been set aside for a specific purpose in accordance with the Children's Amendment to the Charter. Any reductions made by the Board of Supervisors must remain in the Children's Fund for reappropriation to other children's services.

2. The proposed budget of \$12,375,815 for Administration, includes \$11,351,475 for service contracts with nonprofit organizations for youth development, family support, school readiness, and after school programs in addition to the \$1,024,340 in administration costs shown above.

3. The Mayor's budget provides for an increase of \$702,756. Our recommended reductions, which total \$21,391 will still allow an increase of \$681,365 or 5.2% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CHF - Children, Youth & Families

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	
<u>Administration (CBA)</u>							
001	Permanent Salaries - Misc.				\$691,208	\$674,084	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
	Salary Savings	9993M			0	(17,124)	\$17,124
	To reduce salaries of the proposed 4 new positions by 1 month during the interim budget period.						
013	Mandatory Fringe Benefits				172,232	167,965	4,267
	Corresponds to reduction in salaries.						
	Total Reductions						<u>\$21,391</u>

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ECN Business & Econ Development

Budget Volume:
Budget Page:

IIA
773

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated		\$533,758	\$533,758	- %
Other Department Revenue	1,953,344	1,007,220	(946,124)	-48.4
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue		683,000	683,000	-
Supplemental Appropriations				-
Total Sources	\$1,953,344	\$2,223,978	\$270,634	13.9 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,953,344	\$2,223,978	\$270,634	13.9 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$1,953,344	\$2,223,978	\$270,634	13.9 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$1,953,344	\$2,223,978	\$270,634	13.9 %
Mayor's Listed Positions:				
Permanent	3.00	9.00	6.00	200.0 %
Temporary				-
Work Order				-
Salary Savings	0.00	(1.00)	(1.00)	-
Project Positions				-
Subtotal, Mayor's Budget	3.00	8.00	5.00	166.7 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	3.00	8.00	5.00	166.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ECN - Business & Economic Development

Financial Data:

The Business & Economic Development's proposed \$2,223,978 budget for FY 1996-97 is \$270,634 or 13.9 percent more than the original FY 1995-96 budget of \$1,953,344. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to that of the original.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u> <u>Original</u> <u>Budget</u>	<u>Revised</u> <u>Budget</u>	<u>Fiscal Year 1996-97</u> <u>Mayor's</u> <u>Recommended</u>
BK2 Seismic Safety Loan Program	\$1,953,344	\$1,953,344	\$1,007,220
BK5 Economic Development	<u>0</u>	<u>0</u>	<u>1,216,758</u>
Total All Programs	\$1,953,344	\$1,953,344	\$2,223,978

Summary of Position Changes:

The proposed Business and Economic Development budget includes three existing positions which were previously in the unreinforced masonry program of the Chief Administrative Officer's budget and a request for five new positions and the reclassification of one existing position as shown below.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ECN - Business & Economic Development

<u>Position</u> <u>Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request</u> <u>Number of</u> <u>Positions</u>	<u>Amounts</u> <u>Budgeted</u>	<u>Annualized</u> <u>Number of</u> <u>Positions</u>	<u>Annualized</u> <u>Salaries</u> <u>At Top Step</u>
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New Positions Requested

AB29N	Business & Economic Devel. Dir.	1.00	\$110,821	1.00	\$110,821
1374N	Special Assistant XV	1.00	82,711	1.00	82,711
1375N	Special Assistant XVI	2.00	178,002	2.00	178,002
1376N	Special Assistant XVII	1.00	95,735	1.00	95,735
	Subtotals	5.00	\$467,269	5.00	\$467,269

Position Reclassification Requested

1365S	Special Assistant VI	(1.00)	(37,134)	(1.00)	(42,856)
1370S	Special Assistant XI	1.00	53,330	1.00	61,727
	Subtotal Reclassifications and Substitutions	0.00	\$16,196	0.00	\$18,870
Total Position Changes		5.00	\$483,465	5.00	\$486,139

The proposed AB29N Business and Economic Development Director would be the Department Head for the new Department. The five new positions were previously approved in the interim annual appropriation and salary ordinance.

Comment

The Mayor's proposed 1996-97 budget would create a new Business and Economic Department, separate from the Mayor's Office budget. The original and revised budgets have been restated to show prior year expenditure data for this new Department.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ENV Environment

Budget Volume:
Budget Page:

III
1895

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated		\$117,164	\$117,164	- %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources		\$117,164	\$117,164	- %
Mayor's Expenditure Amounts:				
Operating Expenditures		\$117,164	\$117,164	- %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget		\$117,164	\$117,164	- %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses		\$117,164	\$117,164	- %
Mayor's Listed Positions:				
Permanent		2.00	2.00	- %
Temporary				-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget		2.00	2.00	- %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE		2.00	2.00	- %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ENV - Environment

Financial Data:

The Department of the Environment is a newly created department with a proposed \$117,164 budget for FY 1996-97.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u> <u>Budget</u>	<u>Revised</u> <u>Budget</u>	<u>Mayor's</u> <u>Recommended</u>
CIG Environment	\$0	\$0	\$117,164

The Mayor's proposed Department of Environment is being created pursuant to Proposition E which was passed in November 1995. Staffing requested for this new department is as follows:

1. One existing 1450N Executive Secretary position in the Office of the Chief Administrative Officer would be reclassified to a AB27 Secretary, Commission on the Environment.
2. One existing 1450R Executive Secretary position would also be transferred to the new Department of Environment from the Office of the Chief Administrative Officer.

Comment

The AB27 Secretary, Commission on the Environment position was approved in the Interim Annual Appropriation and Salary Ordinances.

Recommendations

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: BOS Board of Supervisors

Budget Volume: V
Budget Page: 2869

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$5,866,840	\$6,056,367	\$189,527	3.2 %
Other Department Revenue		100,000	100,000	-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	183,150	183,150	0	0.0
Supplemental Appropriations	294,000		(294,000)	-100.0
Total Sources	\$6,343,990	\$6,339,517	(\$4,473)	-0.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$6,048,740	\$6,335,517	\$286,777	4.7 %
Fac. Maint. / Capital Imp.	1,250	4,000	2,750	220.0
Subtotal - Mayor's Budget	\$6,049,990	\$6,339,517	\$289,527	4.8 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations	294,000		(294,000)	-100.0
Total Uses	\$6,343,990	\$6,339,517	(\$4,473)	-0.1 %
Mayor's Listed Positions:				
Permanent	57.00	57.75	0.75	1.3 %
Temporary	1.00	1.97	0.97	97.0
Work Order			0.00	-
Salary Savings	(3.00)	0.00	3.00	-100.0
Project Positions			0.00	-
Subtotal, Mayor's Budget	55.00	59.72	4.72	8.6 %
Adjustments (FTE):				
Overtime	0.21	0.20	(0.01)	-4.8 %
Supplemental Appropriations			0.00	-
Other Adjustments			0.00	-
Total FTE	55.21	59.92	4.71	8.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **BOS - Board of Supervisors**

Financial Data:

The Board of Supervisors' proposed \$6,335,517 operating budget for FY 1996-97 is \$286,777 or 4.7 percent more than the original FY 1995-96 budget of \$6,048,740. The net decrease from the revised FY 1995-96 operating budget to the FY 1996-97 budget is \$311,509 or 4.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Board of Supervisors	\$5,778,373	\$6,376,659	\$6,102,626
Citizens Telecommunications Policy Committee	150,000	150,000	100,000
Children's Baseline	<u>120,367</u>	<u>120,367</u>	<u>132,891</u>
Total	<u>\$6,048,740</u>	<u>\$6,647,026</u>	<u>\$6,335,517</u>

Department Revenues:

The budgeted revenue decreases by \$50,000 due to the transfer of City Watch to the Department of Telecommunications and Information Services.

Department Budget Increases:

The budgeted number of positions is increased by 4.71 full time equivalent positions from 55.21 to 59.92, not including the three members of the Assessment Appeals Board. The increase in the number of positions is one new 1818 Management Information Systems Specialist II position budgeted in amount of \$37,897 for nine months for Fiscal Year 1996-97. The San Francisco Transportation Authority will provide funding for 40% of the cost of this position. The proposed budget also includes the upward substitution of a 1222A Senior Payroll & Personnel Clerk to a 1366S Specialist Assistant VI position at an increased annual cost of \$887 at the top step. Temporary salaries were also increased by .97 full-time-equivalent positions and salary savings was eliminated which was budgeted \$119,088 in fiscal year 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: BOS - Board of Supervisors

The Board of Supervisors budget includes funding for the City's membership dues for fiscal year 1996-97 as follows:

	<u>1995-96</u>	<u>1996-97</u>
California State Association of Counties (CSAC)	\$93,410	\$105,000
National Association of Counties (NACO)	11,373	12,409
National League of Cities	16,560	16,560
Other	<u>1,520</u>	<u>2,370</u>
Total	\$122,863	\$136,339

Comments

1. The Controller has determined that the Budget Analyst's Joint Venture Agreement requires the City to provide an increase of \$75,600 or 5.6% from \$1,349,996 to \$1,425,596, based on the increase in the total costs of compensation (including fringe benefits) granted in the City's MOU with Local 21. In accordance with the Agreement, the Controller determines the amount of such adjustment. The Clerk of the Board included an increase of \$67,499 in the budget for this adjustment which is \$8,101 less than the amount required for the fiscal year 1995-96 contract.

2. The Department requested \$365,000 for the City's official advertising. The budget amount has not been adjusted to reflect the recent bids for official advertising which increased by approximately 17.5% over the fiscal year 1995-96 rates. Based on these bids, an estimated additional \$35,000 will be needed for this account.

3. The San Francisco Youth Commission has submitted a draft budget request, in the amount of \$149,894, for funding of staff, office space and administrative support. Funding has not been included in the Mayor's budget for this purpose.

4. The Mayor's budget provides for an increase of \$286,777. Our recommended reductions, which total \$58,256 will still allow an increase of \$228,521 or 3.8% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: BOS - Board of Supervisors

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u> <u>To</u>	<u>Savings</u>
<u>Board of Supervisors (FAE)</u>						
2881	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.			\$2,751,642 \$2,711,642	*
2885	001	Salary Savings Increase to average level -- achieved in previous fiscal years.	9993M		0 (40,000)	\$40,000
2881	011	Overtime Reduce to actual 1995-96 expenditure level adjusted for salary standardization and seasonal variation.			15,000 7,500	7,500
2881	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.			623,105 612,349	10,756
Total Recommended Reductions						<u>\$58,256</u>

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ETH Ethics Commission

Budget Volume: V
Budget Page: 2991

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$258,910	\$311,066	\$52,156	20.1 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$258,910	\$311,066	\$52,156	20.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$258,910	\$311,066	\$52,156	20.1 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$258,910	\$311,066	\$52,156	20.1 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$258,910	\$311,066	\$52,156	20.1 %
Mayor's Listed Positions:				
Permanent	4.00	4.00		%
Temporary		0.06	0.06	-
Work Order				-
Salary Savings		(0.13)	(0.13)	-
Project Positions				-
Subtotal, Mayor's Budget	4.00	3.93	(0.07)	-1.8 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	4.00	3.93	(0.07)	-1.8 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ETH - Ethics Commission

Financial Data:

The Ethics Commission's proposed \$311,066 budget for FY 1996-97 is \$52,156 or 20.1 percent more than the original FY 1995-96 budget of \$258,910. The net increase from the revised FY 1995-96 budget to the proposed budget is \$52,156 or 20.1 percent.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Ethics Commission	\$258,910	\$258,910	\$311,066

Department Expenditures:

The Ethics Commission's total expenditures for FY 1996-97 are projected to increase from FY 1995-96 by \$52,156. The increase in expenditures is primarily the result of Salary step increases, Fringe Benefit increases, and an inter-departmental work-order to the Controller's Information Services Division. The major increases are as follows:

- The Department has included \$10,284 for personnel salary step increases plus adjustments of approximately \$4,982 to reflect full year funding for positions that were placed in the budget for the first time at less than full year funding in FY 1995-96. An amount of \$7,968 in Fringe Benefits increases includes \$2,008 to provide the City's health insurance coverage to one new Commissioner who has elected to receive this coverage.

- The Department has also included \$25,000 in Services of Other Departments for the Controller's Information Services Division (ISD) to develop and maintain an Internet World Wide Web site and database on the City's Web server. The Internet site and database would be used for the public posting and storing of candidate and campaign committee financial disclosure statements, all of which are electronically filed with the Ethics Commission. The Ethics Commission reports that in FY 1995-96, the California Voter Foundation, Digital Equipment Corporation and SDR Technologies, Inc. published and stored this information on the Internet utilizing primarily grant funding. However, the grant funds have expired. As such, the Ethics Commission has requested that the Telecommunications and Information Services Department develop and maintain the database and Web site on the City's Web server. The \$25,000 includes one-time costs for (a) software and hardware (\$20,000), and (b) personnel costs associated with a 0.10 FTE 1866 WEB Architect who will design the Web site and database (\$5,000). The ISD advises that the ongoing maintenance costs for the proposed Web site would be minimal, however, there could be additional future costs as the result of requests by the Ethics Commission to enhance the proposed Web site.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ETH - Ethics Commission

Since this project represents the first time that the City would be developing and maintaining a site in order to post and store public information that is electronically filed with the Ethics Commission, approval of the proposed \$25,000 is a policy matter for the Board of Supervisors.

- The Department has included an increase of \$2,760 in Temporary Salaries to reflect the transfer of candidate/campaign committee filing responsibilities from the Office of the Registrar of Voters to the Ethics Commission. As of January 1, 1996, the entire local candidate/campaign financing process has been transferred to the Ethics Commission, as mandated by Proposition K which was approved by the voters in November of 1993. Temporary Salaries have decreased by \$693,979 in the Registrar's proposed FY 1996-97 budget, which includes the combined effect of the transfer of filing responsibilities and the fact that one election will be held in FY 1996-97 year instead of three.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

ETH - Ethics Commission

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
2997	081	Services of Other Departments (AAO Funds)				\$25,000	\$25,000	*
		* Approval of the proposed \$25,000 is a policy matter for the Board of Supervisors. This request is for the Telecommunications & Information Services Department (TISD) to develop and maintain for the first time an Internet Web site on the City's Web server. The Web site would post and store candidate and campaign committee financial disclosure statements, all of which are electronically filed with the Ethics Commission. The proposed \$25,000 includes (a) \$20,000 for software and hardware, and (b) \$5,000 for TISD personnel costs associated with a 0.10 FTE 1866 WEB Architect.						

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CAT City Attorney

Budget Volume: V
Budget Page: 2889

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$10,343,794	\$11,064,956	\$721,162	7.0 %
Other Department Revenue				-
Recoveries	9,870,666	10,060,416	189,750	1.9
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
	<u>\$20,214,460</u>	<u>\$21,125,372</u>	<u>\$910,912</u>	<u>4.5 %</u>
total Sources				
Mayor's Expenditure Amounts:				
Operating Expenditures	\$10,343,794	\$11,064,956	\$721,162	7.0 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$10,343,794</u>	<u>\$11,064,956</u>	<u>\$721,162</u>	<u>7.0 %</u>
Transferred Expenses				- %
Recoveries	9,870,666	10,060,416	189,750	1.9
Supplemental Appropriations				-
	<u>\$20,214,460</u>	<u>\$21,125,372</u>	<u>\$910,912</u>	<u>4.5 %</u>
total Uses				
Mayor's Listed Positions:				
Permanent	202.00	228.30	26.30	13.0 %
Temporary	4.00	4.00	0.00	0.0
Work Order				-
Salary Savings	(11.00)	(11.24)	(0.24)	2.2
Project Positions	(10.00)	(11.00)	(1.00)	10.0
Subtotal, Mayor's Budget	<u>185.00</u>	<u>210.06</u>	<u>25.06</u>	<u>13.5 %</u>
Adjustments (FTE):				
Overtime	0.39	0.37	(0.02)	-5.1 %
Supplemental Appropriations				-
Other Adjustments				-
total FTE	<u>185.39</u>	<u>210.43</u>	<u>25.04</u>	<u>13.5 %</u>

RECOMMENDATIONS, OF THE, BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CAT - City Attorney

Financial Data:

The City Attorney's proposed \$11,064,956 operating budget for FY 1996-97 is \$721,162 or 7 percent more than the original FY 1995-96 operating budget of \$10,343,794. The net increase from the revised FY 1995-96 operating budget to the FY 1996-97 budget is \$349,162 or 3.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
FA2 Claims	\$4,489,085	\$4,489,085	\$2,698,341
FC2 Legal Services.	<u>15,725,375</u>	<u>16,097,375</u>	<u>18,427,031</u>
Subtotal	<u>\$20,214,460</u>	<u>\$20,586,460</u>	<u>\$21,125,372</u>
Less:			
Recoveries	9,870,666	9,870,666	10,060,416
TOTAL	<u>\$10,343,794</u>	<u>\$10,715,794</u>	<u>\$11,064,956</u>

Department Revenue Changes:

There is a change in recoveries in the City Attorney's budget this year. Approximately \$2 million in recoveries previously included in the City Attorney's budget paid for by the Municipal Railway for City Attorney claims services is no longer included. Instead, the function and 25 positions are being transferred from Muni to the City Attorney's Office in 1996-97 as part of voter mandated changes in the City Charter. However, to allow for fair comparisons between the 1995-96 and 1996-97 budgets, the Controller's Office has recast the 1995-96 City Attorney's budget to include the costs of claims services formerly located in the Municipal Railway budget. As a result, a large increase is not in the City Attorney's budget for this newly added Muni claims function.

At the same time as the Department is losing these recoveries from the Municipal Railway, other recoveries of approximately \$1.9 million, or nearly the same amount as the eliminated recoveries, are now included in the City Attorney's budget to cover the costs of City Attorney staff whose costs were formerly charged to other departments and special projects. These 25.3 positions were previously not included in the budget though they were part of the City Attorney's staff. These 25.3 positions are now listed in the budget as is approximately \$1.9 million in recoveries that pay for their services. The net effect of these

RECOMMENDATIONS, OF THE, BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CAT - City Attorney

two changes nearly cancel each other out, resulting in little change in Department recoveries.

Department Personnel Changes:

The proposed budget shows an increase of 25.06 FTEs (including salary savings) between 1995-96 and 1996-97. However, these positions are actually existing positions that continue to be funded by other City departments such as the Port, Airport and Hetch Hetchy. However, for 1996-97, the Mayor has included these positions in the City Attorney's budget as well as the recoveries that pay for their services.

Employees from the claims functions at the Municipal Railway are being moved into the City Attorney's budget this year as part of a number of voter mandated Charter changes. Those 23.67 positions are not reported as new in the City Attorney's budget and therefore are not reflected as additional positions because the budget for 1995-96 has been restated to include those positions in the City Attorney's budget to allow for fair comparisons between fiscal years.

Other than those changes, the Department is requesting substitution of three Legal Assistant positions for three Claims Investigators. There are no other personnel changes in the proposed 1996-97 budget.

Departmental Expenditures

Increases are found primarily in Capital Outlay (Object 060) where lease/purchase payments for new computer equipment and related services are increasing \$89,380 from \$240,380 to \$329,760. This represents the second year of servicing this debt. Payments will continue through the year 2000 for this project. The Department has also requested two new automobiles for the Muni claims function.

Comments

The Mayor's budget provides for an increase of \$721,162. Our recommended reductions, which total \$185,310, will still result in an increase of \$535,852, or 5.2 percent of the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CAT - City Attorney

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
<u>Program: FC2</u>								
2900	001	Permanent Salaries - Misc.				\$12,696,891	\$12,587,076	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2905		Salary Savings	9993M			(689,349)	(799,164)	109,815
		Restores to level achieved in 1995-96.						
2900	013	Mandatory Fringe Benefits				2,483,749	2,462,649	21,100
		Corresponds to reduction in salaries.						
2900	040	Materials & Supplies				\$193,500	\$186,500	\$7,000
		Reduces budget for books to last year's level adjusted for inflation.						
2901	060	Equipment						
		* The recommended reduction in equipment is the total of the following specific recommendations.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CAT - City Attorney

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
906		Automobiles	CT004R	2	0	38,000	0	38,000

Autos for Claims Division transferred from Muni should be provided by the two automobiles which have been used by Muni.

Program: FA2

898	001	Permanent Salaries - Misc.				1,383,008	1,375,307	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
903		Salary Savings	9993M			(77,899)	(85,600)	7,701
		Restores to 1995-96 level.						
898	013	Mandatory Fringe Benefits				\$313,266	\$311,572	\$1,694
		Corresponds to reduction in salaries.						

Total Recommended Reductions

\$185,310

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: TTX Treasurer - Tax Collector

Budget Volume: V
Budget Page: 3269

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$8,581,811	\$9,024,709	\$442,898	5.2 %
Other Department Revenue	13,286	13,286	0	0.0
Recoveries	973,581	916,317	(57,264)	-5.9
Revenue Transfers				-
Dept. General Fund Revenue	3,073,723	3,163,231	89,508	2.9
Supplemental Appropriations	527,343		(527,343)	-100.0
Total Sources	\$13,169,744	\$13,117,543	(\$52,201)	-0.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$11,668,820	\$12,201,226	\$532,406	4.6 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$11,668,820	\$12,201,226	\$532,406	4.6 %
Transferred Expenses				- %
Recoveries	973,581	916,317	(57,264)	-5.9
Supplemental Appropriations	527,343		(527,343)	-100.0
Total Uses	\$13,169,744	\$13,117,543	(\$52,201)	-0.4 %
Mayor's Listed Positions:				
Permanent	141.00	143.06	2.06	1.5 %
Temporary	13.00	14.11	1.11	8.5
Work Order	14.00	14.94	0.94	6.7
Salary Savings	(3.00)	(4.10)	(1.10)	36.7
Project Positions				-
Subtotal, Mayor's Budget	165.00	168.01	3.01	1.8 %
Adjustments (FTE):				
Overtime	0.13	0.13	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	165.13	168.14	3.01	1.8 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **TTX - Treasurer/Tax Collector**

Financial Data:

The Treasurer/Tax Collector's proposed \$12,201,226 budget for 1996-97 is \$532,406 or 4.6 percent more than the original 1995-96 budget of \$11,668,820. The net increase from the revised 1995-96 budget to the proposed 1996-97 budget is \$5,063, or less than 1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Departmental Management	\$1,261,212	\$1,261,212	\$1,376,600
Treasury	1,110,216	1,110,216	1,103,304
Investment	260,342	260,342	277,739
Property Tax	1,879,931	1,879,931	1,806,612
Business Tax	3,669,271	4,196,614	3,864,214
License/Taxpayer Assistance	519,221	519,221	674,659
Investigations	2,513,840	2,513,840	2,625,462
Legal Service	454,787	454,787	472,636
Total	\$11,668,820	\$12,196,163	\$12,201,226

Department Revenue Changes

Revenues from interest earned from pooled cash are projected to show a 4 percent increase in FY 1996-97. New revenues of \$100,000 would be generated from proposed new fees designed to recover the costs of processing applications for separate property tax assessments and preparing installment payment plans. However, such fees are contained in pending legislation which is subject to approval by the Board of Supervisors.

Department Personnel Changes

The proposed budget includes a total of 168.14 FTEs, which represents an increase of 3.01 positions over the original and revised FY 1995-96 budgets. Three new clerical/accounting positions would be added to the Business Tax Division, to relieve auditors of such duties. In addition, a 1460 Legal Secretary II would be added to the Legal Division, to handle clerical duties related to an increase in appeals of fines and judgments. Because these four new positions are each budgeted to start three months into the fiscal year (.75 FTE each), total FTEs for FY 1996-97 would increase by three. On an annualized basis, this represents four new positions.

In addition, 13 positions are proposed for upward reclassification. Eleven such positions would, under a reorganization plan, staff a Taxpayer Assistance Section, to be combined with the Licensing Division. Six of the eleven positions would be transferred to the Taxpayer Assistance/Licensing Division from the Business Tax Division. Creation and staffing of this

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: TTX - Treasurer/Tax Collector

function was recommended in the Management Audit of the Tax Collector's Office conducted in 1995 by the Budget Analyst. The net increase in salary costs from such reclassifications in FY 1996-97 is \$84,204. In addition, an 1818 MIS Specialist II would be upgraded to an 1874 Senior Clerk Typist. The Department of Human Resources has approved these 12 proposed reclassifications. One other proposed upward reclassification, from a 1222 Sr. Personnel Clerk to a 1242 Personnel Analyst, has not yet been reviewed by the DHR. We therefore recommend disapproval of this upward reclassification.

Department Expenditure Changes

Personnel costs for the Business Tax Division of the Tax Collector's Office have increased due to a 1996 Arbitrator's Award, which granted a five percent premium for seven classes of Real Property Auditors and Appraisers over Accountants. The Treasurer/Tax Collector received a supplemental appropriation in FY 1995-96 to implement the Arbitrator's Award, which was retroactive to July 11, 1994. Personnel costs, including continuation of this premium, implementation of MOU provisions and standardization, as well as the costs of the four new positions described above, substantially account for the 4.6 percent increase in the proposed budget over the original FY 1995-96 budget. The Treasurer/Tax Collector also proposes to increase the training budget by \$26,000 to respond to recommendations in the Budget Analyst's management audit related to efficient use of automated systems.

The FY 1996-97 budget for the Treasurer/Tax Collector's Office differs from prior years' budgets based on the following reorganization: (1) Rent Board billing activities have been moved from the Licensing Division to the Property Tax Division; (2) the Bureau of Delinquent Revenue has been merged with the Investigations Division; and (3) the Licensing Division is now the Taxpayer Assistance/Licensing Division, with a reallocation of staff from the Business Tax Division to fully staff the taxpayer assistance function.

Comments

The Mayor's budget provides for an increase of \$532,406. Our recommended reductions, which total \$19,227, will result in an increase of \$513,179 or 4.4 percent in the Department's budget.

During FY 1995-96, the Tax Collector has achieved increased revenues of approximately \$4.7 million as a result of implementation of recommendations contained in the April, 1995 management audit conducted by the Budget Analyst.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

TTX - Treasurer/Tax Collector

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From</u>	<u>To</u>	<u>Amount From</u>	<u>To</u>	<u>Savings</u>
<u>Departmental Management (FEG)</u>								
3311	001	Permanent Salaries - Misc.				\$1,033,133	\$1,025,643	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
3322	001	Personnel Analyst	1242	1	0	49,094	0	\$49,094
3322	001	Sr. Payroll & Personnel Clerk	1222	0	1	0	44,893	(44,893)
		To disapprove upward reclassification which has not yet been approved by the Director of Human Resources.						
3322	001	Salary Savings - Misc.	9993M			(50,851)	(54,140)	3,289
		Increase Salary Savings to FY 1995-96 budgeted level.						
3311	013	Mandatory Fringe Benefits				212,344	211,670	674
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment:

TFX - Treasurer/Tax Collector

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
ary (FCL)							
060	Equipment Purchase				\$36,250	\$31,250	*
	* The recommended reduction in equipment is the total of the following specific recommendations.						
060	High Speed Printer	TR002N	1	0	5,000	0	\$5,000
	The Department has not adequately justified this equipment request.						
gations (FCU)							
001	Permanent Salaries				1,632,150	1,627,365	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Salary Savings - Misc.	9993M			(50,965)	(55,750)	4,785
	Increase Salary Savings to FY 1995-96 budgeted level.						
013	Mandatory Fringe Benefits				436,211	434,933	1,278
	Corresponds to reduction in salaries.						
Total Recommended Reductions							\$19,227

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CON Controller

Budget Volume: V
Budget Page: 2907

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$12,094,774	\$12,415,968	\$321,194	2.7 %
Other Department Revenue	536,808		(536,808)	-100.0
Recoveries	511,690	1,218,632	706,942	138.2
Revenue Transfers				-
Dept. General Fund Revenue	313,500	398,500	85,000	27.1
Supplemental Appropriations				-
Total Sources	\$13,456,772	\$14,033,100	\$576,328	4.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$12,945,082	\$12,814,468	(\$130,614)	-1.0 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$12,945,082</u>	<u>\$12,814,468</u>	<u>(\$130,614)</u>	<u>-1.0 %</u>
Transferred Expenses				- %
Recoveries	511,690	1,218,632	706,942	138.2
Supplemental Appropriations				-
Total Uses	\$13,456,772	\$14,033,100	\$576,328	4.3 %
Mayor's Listed Positions:				
Permanent	138.00	147.00	9.00	6.5 %
Temporary	4.00	4.00	0.00	0.0
Work Order				-
Salary Savings	(7.00)	(6.67)	0.33	-4.7
Project Positions				-
Subtotal, Mayor's Budget	<u>135.00</u>	<u>144.33</u>	<u>9.33</u>	<u>6.9 %</u>
Adjustments (FTE):				
Overtime	1.49	1.44	(0.05)	-3.4 %
Supplemental Appropriations				-
Other Adjustments	<u>(3.58)</u>	<u>(4.48)</u>	<u>(0.90)</u>	<u>25.1</u>
Total FTE	132.91	141.29	8.38	6.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CON - Controller**

Financial Data:

The Controller's proposed \$12,814,468 budget for FY 1996-97 is \$130,614 or 1.0 percent less than the original FY 1995-96 budget of \$12,945,082. The net decrease from the revised FY 1995-96 budget is \$144,508 or 1.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Management Division	\$2,110,634	\$2,110,634	\$2,347,612
Financial Services	5,928,445	5,942,339	5,784,309
Audits	1,304,952	1,304,952	1,646,882
Payroll/Personnel	<u>4,112,741</u>	<u>4,112,741</u>	<u>4,254,297</u>
Total	<u>\$13,456,772</u>	<u>\$13,470,666</u>	<u>\$14,033,100</u>
Less Recoveries	\$511,690	\$511,690	\$1,218,632
Net Departmental Expenditures	\$12,945,082	\$12,958,976	\$12,814,468

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CON - Controller

Departmental Personnel Changes

The Controller's FY 1996-97 budget contains a total of nine new positions and 22 position reclassifications and other position changes for an increase of 8.38 full-time-equivalent positions shown below:

Position Number	Position Classification	Mayor's Budget Request		Annualized	Annualized
		Number of Positions	Amounts Budgeted	Number of Positions	Salaries At Top Step
<u>New Positions Requested</u>					
42R	Personnel Analyst	1.00	\$44,555	1.00	\$49,094
54A	Executive Secretary III	1.00	51,809	1.00	51,809
88N	Chief Auditor	0.75	57,120	1.00	75,742
01N	Supervising Performance Auditor	0.75	45,845	1.00	61,126
05N	Associate Performance Auditor	1.50	86,952	2.00	115,936
09A	Management Info Systems Specialist II	1.00	52,669	1.00	61,439
23N	Senior Administrative Analyst	2.00	107,037	2.00	118,703
24N	Principal Administrative Analyst	<u>1.00</u>	<u>65,143</u>	<u>1.00</u>	<u>69,426</u>
	Subtotals	9.00	\$511,130	10.00	\$603,275
<u>Position Reclassifications Requested</u>					
30S	Account Clerk	(4.00)	(\$136,061)	(4.00)	(\$138,121)
32S	Senior Account Clerk	4.00	136,061	4.00	159,523
50S	Accountant	(15.00)	(600,953)	(15.00)	(600,953)
52S	Senior Accountant	15.00	600,991	15.00	681,210
52S	Senior Accountant	(3.00)	(136,222)	(3.00)	(136,242)
34S	Associate Auditor	<u>3.00</u>	<u>156,285</u>	<u>3.00</u>	<u>173,904</u>
	Subtotals	.00	\$20,101	.00	\$139,321
	Other Position Changes	<u>(.62)</u>		<u>(.62)</u>	
	Totals	8.38	\$531,231	9.38	\$742,596

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CON - Controller

Explanation of the positions are as follows:

1. The 1242R Personnel Analyst position was reassigned from the Information Services Division.
2. The 1824N Principal Administrative Analyst is requested to provide required disclosure on City-issued debt obligations. This position would also develop cost data on MOU's approved by the City.
3. Two additional 1823N Senior Administrative Analysts are requested to monitor grant programs and reimbursements from granting agencies.
4. The 1688N Chief Auditor, 1801N Supervising Performance Auditor, 2 1805N Associate Performance Auditor positions, a total of 4 full-time equivalent positions, are requested to increase the Internal Audit Staff. The objective of this increased staffing is to staff performance auditing effort for the City. In addition, \$102,000 is included in Professional Services to provide funds to hire contractors to assist in conducting performance and management audits. The Controller states that the requested increase would be sufficient to begin the new performance audit program. Additional staffing will also be reassigned from the Audit Division of the Controller's Office.
5. The 1454A Executive Secretary III and the 1819A Management Information Specialist II positions were previously funded from temporary salaries and project funds. Corresponding reductions have been made in these other line items.

Comments

1. A major change in the Controller's budget is that revenue from Interdepartmental Recoveries from Non-General Fund departments, which pay for such items as concession audits, have been increased in the Controller's budget by \$706,942 from \$511,690 to \$1,218,632.
2. The Information Services Division has been transferred to the new Department of Telecommunications and Information Services. The prior years' Original and Revised budgets have been restated to reflect that change.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CON - Controller

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>	
		<u>Equipment</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>		
<u>ial Services (FDG)</u>								
001	Permanent Salaries - Misc.				\$2,304,106	\$2,293,061	*	
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
001	Account Clerk	1630	0	4	(136,061)	0	(\$136,061)	
	Sr. Account Clerk	1632	4	0	147,106	0	147,106	
	To disapprove upward reclassifications which have not yet been approved by the Director of Human Resources.							
013	Mandatory Fringe Benefits				555,983	553,318	2,665	
	Corresponds to reduction in salaries.							

s (FDO)

001	Permanent Salaries - Misc.					1,189,959	1,169,896	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
001	Associate Auditor	1684S	3	0	156,285		0	156,285
	Sr. Accountant	1652S	0	3	(136,222)		0	(136,222)
	To disapprove upward reclassifications which have not yet been approved by the Director of Human Resources.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CON - Controller

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>		<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Number</u>		<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
2924	013	Mandatory Fringe Benefits					\$271,759	\$267,177	\$4,582
		Corresponds to reduction in salaries.							
<u>Management (FEB)</u>									
2926	001	Permanent Salaries - Misc.					1,563,392	1,563,354	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
2932	001	Accountant	1650S		0	2	(80,127)	0	(80,127)
2932	001	Sr. Accountant	1652		2	0	80,165	0	80,165
		To disapprove upward reclassifications which have not yet been approved by the Director of Human Resources.							
Total Recommended Reductions									\$38,393

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ASR Assessor

Budget Volume: V
Budget Page: 2845

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$6,294,208	\$6,830,233	\$536,025	8.5 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	8,000	7,000	(1,000)	-12.5
Supplemental Appropriations	3,689,479		(3,689,479)	-100.0
Total Sources	\$9,991,687	\$6,837,233	(\$3,154,454)	-31.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$6,302,208	\$6,837,233	\$535,025	8.5 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$6,302,208	\$6,837,233	\$535,025	8.5 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations	3,689,479		(3,689,479)	-100.0
Total Uses	\$9,991,687	\$6,837,233	(\$3,154,454)	-31.6 %
Mayor's Listed Positions:				
Permanent	107.00	115.75	8.75	8.2 %
Temporary				-
Work Order				-
Salary Savings	(5.00)	(4.83)	0.17	-3.4
Project Positions		(8.00)	(8.00)	-
Subtotal, Mayor's Budget	102.00	102.92	0.92	0.9 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations	8.00		(8.00)	-100.0
Other Adjustments	(8.00)		8.00	-100.0
Total FTE	102.00	102.92	0.92	0.9 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ASR - Assessor

Financial Data:

The Assessor's proposed \$6,837,233 budget for Fiscal Year 1996-97 is \$535,025 or 8.5 percent more than the original FY 1995-96 budget of \$6,302,208. The net increase over the revised FY 1995-96 budget is \$118,940 or 1.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Real Property	\$2,758,321	\$3,174,406	\$2,868,494
Personal Property	1,880,549	1,880,549	1,998,309
Technical Services	583,409	583,409	612,002
Administration	<u>1,079,929</u>	<u>1,079,929</u>	<u>1,358,428</u>
Total	\$6,302,208	\$6,718,293	\$6,837,233

Department Revenue and Fee Changes

The Mayor's recommended budget for Fiscal Year 1996-97 includes \$7,000 in miscellaneous revenue.

Department Personnel Changes:

The Department had a total of eight new positions approved by Supplemental Appropriations in May 1996 to assist the Assessor's Office in eliminating backlogs of potential reassessments (due to building activity) and to assist in the implementation of a computer database system. These positions would continue to be funded during Fiscal Year 1996-97 with previously approved project funds. In addition the Department's proposed budget includes additional position changes amounting to an increase of .92 full time equivalent positions as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ASR - Assessor

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
<u>New Position Requested</u>					
1819N	Management Info Systems Specialist III	0.75	\$37,897	1.00	\$61,439
	Subtotals	0.75	\$37,897	1.00	\$61,439
<u>Position Reclassification</u>					
1652S	Senior Accountant	1.00	\$45,414	1.00	\$45,414
1650S	Accountant	(1.00)	(39,929)	(1.00)	(40,064)
	Subtotal Reclassification	0.00	\$5,485	0.00	\$5,350
	Salary Savings	.17			
Total Position Changes		0.92	\$43,382	1.00	\$66,789

The Mayor's budget provides for an increase of \$535,025. Our recommended reductions, which total \$158,259 will still allow an increase of \$376,766 or 6.0% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ASR - Assessor

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
<u>Real Property (FDH)</u>								
	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$2,122,333	\$2,062,333	*
2862	001	Salary Savings Misc. Increase salary savings based on projected expenditures during FY 1995-96.				(61,462)	(121,462)	\$60,000
	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				532,652	517,594	15,058
<u>Administration (FEH)</u>								
2860	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				828,778	760,881	*
2865	001	Management Info Systems Specialist III To delete unnecessary new position.	1819N	1	0	37,897	0	37,897

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: ASR - Assessor

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From To</u>	<u>Amount From To</u>	<u>Savings</u>
001	Salary Savings - Misc.	9993M		(\$42,469) (\$72,469)	\$30,000
	Increase salary savings based on projected expenditures during FY 1995-96.				
013	Mandatory Fringe Benefits			186,813 171,509	15,304
	Corresponds to reduction in salaries.				
Total Recommended Reductions					<u>\$158,259</u>

BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY

Department: CPC City Planning

Budget Volume: V
 Budget Page: 2937

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,118,539	\$1,464,331	\$345,792	30.9 %
Other Department Revenue	611,864	560,878	(50,986)	-8.3
Recoveries	254,327	263,400	9,073	3.6
Revenue Transfers				-
Dept. General Fund Revenue	3,799,397	4,072,994	273,597	7.2
Supplemental Appropriations	101,874		(101,874)	-100.0
Total Sources	\$5,886,001	\$6,361,603	\$475,602	8.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$5,341,921	\$5,910,324	\$568,403	10.6 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$5,341,921	\$5,910,324	\$568,403	10.6 %
Transferred Expenses	\$187,879	\$187,879	\$0	0.0 %
Recoveries	254,327	263,400	9,073	3.6
Supplemental Appropriations	101,874		(101,874)	-100.0
Total Uses	\$5,886,001	\$6,361,603	\$475,602	8.1 %
Mayor's Listed Positions:				
Permanent	95.50	97.70	2.20	2.3 %
Temporary				-
Work Order	6.00	3.93	(2.07)	-34.5
Salary Savings	(6.00)	(6.00)	0.00	0.0
Project Positions	(11.00)	(11.09)	(0.09)	0.8
Subtotal, Mayor's Budget	84.50	84.54	0.04	0.0 %
Adjustments (FTE):				
Overtime	0.01		(0.01)	-100.0 %
Supplemental Appropriations				-
Other Adjustments	(11.30)	(2.50)	8.80	-77.9
Total FTE	73.21	82.04	8.83	12.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CPC - City Planning**

Financial Data:

The Department of City Planning's proposed \$5,910,324 budget for FY 1996-97 is \$568,403 or 10.6 percent more than the original FY 1995-96 budget of \$5,341,921. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$466,529 or 8.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Long-Range Planning	\$1,558,240	\$1,558,240	\$1,896,814
Current Planning	3,458,542	3,540,418	3,499,181
Administration/Planning	<u>579,466</u>	<u>599,464</u>	<u>777,729</u>
Totals	\$5,596,248	\$5,698,122	\$6,173,724
Less Recoveries	<u>254,327</u>	<u>254,327</u>	<u>263,400</u>
Mayor's Budget Amount	\$5,341,921	\$5,443,795	\$5,910,324

Department Revenue and Fee Changes

The Department's budgeted fee revenues for FY 1996-97 are \$4,072,994, which is \$273,597 more than the original FY 1995-96 budget of \$3,799,397. However, the Department estimates that actual fee revenue from FY 1995-96 will total a minimum of \$4,397,994. Of the \$4,397,994, the Department estimates and the Mayor's budget includes \$325,000 that will not be expended on permit processing in FY 1995-96 and is carried forward to FY 1996-97. The \$325,000 will reduce by that amount the General Fund allocation to the Department, because planners previously assigned to General Fund work would be assigned to permit processing and related activities.

A permit fee surcharge to fund the Department's computerization efforts, established in FY 1991-92 and currently assessed at 8.5 percent, expires on June 30, 1996. The Department has submitted proposed legislation to continue the computerization surcharge at the rate of 1.8 percent in FY 1996-97. The 1.8 percent surcharge would generate approximately \$73,500 during FY 1996-97 and is included in the Mayor's budget.

The permit fee legislation discussed above also includes provisions to establish new fees to cover the costs of (1) providing notice of proposed permit applications in accordance with Section 311 of the Planning Code, and (2) mailing agendas for Landmarks Preservation Advisory Board meetings. Such new fees are anticipated to generate \$62,350 in FY 1996-97 and are included in the Mayor's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CPC - City Planning

The Department anticipates receiving \$560,878 in grants from the Transportation Authority, compared to the actual grant of \$616,435 from the Transportation Authority for FY 1995-96.

Department Personnel Changes

The number of full-time equivalent positions budgeted for FY 1996-97 is 84.54 FTEs, which is 0.04 FTE more than the 84.50 budgeted in FY 1995-96. The FTE allocations by program are as follows:

<u>Program</u>	<u>FY 1995-96</u>	<u>FY 1996-97</u>	<u>Increase (Decrease)</u>
Long-Range Planning	18.50	23.61	5.11
Current Planning	58.00	55.69	(2.31)
Administration/Planning	8.00	5.24	(2.76)
Totals	84.50	84.54	0.04

However, the adjusted number of funded FTEs in the Department's FY 1995-96 budget was 73.21, compared to a total of 82.04 FTEs for FY 1996-97, or an additional 8.83 FTEs.

Comments

1. The Mayor's budget provides for an increase of \$568,403. Our recommended reductions, which total \$50,719 will still allow an increase of \$517,684 or 9.7% in the Department's budget.

2. As stated above, the Department's requested FTEs increase from 73.21 in FY 1995-96 to 82.04 in FY 1996-97, or an additional 8.83 FTEs. The Budget Analyst's recommendations would delete approximately 1.0 FTE. Therefore, the Department would still have an increase of approximately 7.83 FTEs in its FY 1996-97 budget, which we are recommending for approval.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CPC - City Planning

<u>Page</u>	<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>To</u>	<u>Savings</u>
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Administration /Planning (FEF)

2967	001	Permanent Salaries - Misc.						\$292,529	\$251,954	*
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The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

2974	001	Junior Admin. Analyst.	1820	1	0		40,575	0	\$40,575
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To eliminate a vacant position not sufficiently justified. The position has been vacant since it was created in FY 1994-95. The Department states that the primary function of the position would be to assist in tracking fees. The Department has not presented any documentation to show that filling this position would result in any additional revenues to the City. Further, the Department already has in its Administration Division one Fiscal & Operation Officer, one Senior Accountant, and one Administrative Planner III. Based on new data presented by the Department, the Budget Analyst has withdrawn his recommendations to increase salary savings by a total of \$64,621 and further the Budget Analyst is recommending the approval of 8.83 or nearly 9 additional full-time equivalent positions for the Department. For all of the above-noted reasons, we see no justification to fill this Junior Administrative Analyst position which has been vacant since July 1, 1994.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CPC - City Planning

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u> <u>To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits			\$63,558	\$53,414	\$10,144
	Corresponds to reduction in salaries.					
027	Prof. & Specialized Svcs.			32,500	32,500	*
	Reserve \$10,000 pending receipt of a match from the San Francisco Foundation for a computer enhancement project.					
Total Reductions						<hr/> \$50,719
Total Recommended Reserves						\$10,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PAB Permit Appeals

Budget Volume:
Budget Page:

IIA
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	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$216,962	\$239,779	\$22,817	10.5 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	49,000	49,000	0	0.0
Supplemental Appropriations				-
Total Sources	\$265,962	\$288,779	\$22,817	8.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$265,962	\$288,779	\$22,817	8.6 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$265,962	\$288,779	\$22,817	8.6 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$265,962	\$288,779	\$22,817	8.6 %
Mayor's Listed Positions:				
Permanent	4.00	3.80	(0.20)	-5.0 %
Temporary				-
Work Order				-
Salary Savings		(0.11)	(0.11)	-
Project Positions				-
Subtotal, Mayor's Budget	4.00	3.69	(0.31)	-7.8 %
Adjustments (FTE):				
Overtime	0.05	0.04	(0.01)	-20.0 %
Salary Savings	(0.12)		0.12	-100.0
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	3.93	3.73	(0.20)	-5.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PAB - Permit Appeals**

Financial Data:

The Board of Permit Appeals' proposed \$288,779 budget for FY 1996-97 is \$22,817 or 8.6 percent more than the original FY 1995-96 budget of \$265,962. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u> <u>1996-97</u>
	<u>Original</u>	<u>Revised</u>	
<u>General Fund</u>			
Administration	\$265,962	\$265,962	\$288,779

Department Revenues:

The Board of Permit Appeals' revenues of \$49,000 for FY 1996-97 budget represent no change from FY 1995-96 budget revenues. The revenues come from appeal filing fees.

Department Expenditures:

Salary expenditures have been increased by \$14,883 or 7.5 percent to reflect 1) an increase in the Senior Clerk Typist position (1426) from a .50 FTE to a .80 FTE, which accounts for \$9,534 and 2) adjustments for other salary increases that account for \$5,349.

Comments:

1. As a result of an increase in the workload, specifically with the number of rehearing and jurisdiction requests in FY 1995-96, the Department is requesting to increase the Senior Clerk Typist position (1426) from .50 to .80. The Department is also requesting one personal computer to process the additional workload and increase overall department efficiency. The requested personal computer would be used primarily by the Legal Secretary I (1458) and two other administrative staff who currently use a typewriter to process their administrative functions. Presently, the Department has one personal computer that is used by the Principal Clerk (1408).

2. The Mayor's budget provides for an increase of \$22,817. Our recommended reductions, which total \$7,573, will still allow an increase of \$15,244 or 5.7 percent increase in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: PAB - Permit Appeals

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From To</u>	<u>Amount From To</u>	<u>To</u>	<u>Savings</u>
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Processing (BAH)

001	Permanent Salaries			\$200,791	\$194,733	*
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* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

001	Senior Clerk Typist	1426	.80 .65	28,983	22,925	\$6,058
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Reduce by 0.15 FTE to reflect the Department's actual need for FY 1996-97. We have recommended approval of one new personal computer, which will assist with the clerical workload.

013	Mandatory Fringe Benefits			46,932	45,417	\$1,515
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Corresponds to reduction in salaries.

Total Recommended Reductions	\$7,573
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**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: RNT Rent Arbitration Board

Budget Volume: III
Budget Page: 1917

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	2,070,000	2,070,000	0	0.0
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$2,070,000	\$2,070,000	\$0	0.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,705,011	\$1,685,754	(\$19,257)	-1.1 %
Unappropriated Revenues	364,989	384,246	\$19,257	5.3
Subtotal - Mayor's Budget	\$2,070,000	\$2,070,000	\$0	0.0 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$2,070,000	\$2,070,000	\$0	0.0 %
Mayor's Listed Positions:				
Permanent	20.00	20.00	0.00	0.0 %
Temporary		0.76	0.76	-
Work Order				-
Salary Savings	(1.00)	(1.34)	(0.34)	34.0
Project Positions				-
Subtotal, Mayor's Budget	19.00	19.42	0.42	2.2 %
Adjustments (FTE):				
Overtime				- %
Temporary	0.19		(0.19)	-100.0
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	19.19	19.42	0.23	1.2 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: RNT - Rent Arbitration Board

Financial Data:

The Rent Arbitration Board's proposed \$1,685,754 budget for FY 1996-97 is \$19,257 or 1.1 percent less than the original FY 1995-96 budget of \$1,705,011. The net decrease from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$119,830 or 6.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Rent Arbitration Board	\$1,705,011	\$1,805,584	\$1,685,754
Unappropriated Revenue	<u>364,989</u>	<u>364,989</u>	<u>384,246</u>
Subtotal Mayor	\$2,070,000	\$2,170,573	\$2,070,000

Department Revenue and Fee Changes

All rental units in the City, with the exception of specific non-profit entities and residential care facilities, and units that received certificates of occupancy after the adoption of the original Rent Stabilization ordinance in June of 1979, are subject to the provisions of the Rent Stabilization and Arbitration Board (Rent Board). The passage of Proposition I by San Francisco's voters in November of 1994 eliminated the exemption for owner-occupied buildings containing four units or less. Proposition I added approximately 40,000 units to the previous total of approximately 160,000 units, resulting in a total of approximately 200,000 units currently covered by the City's Rent Board, an increase of approximately 25 percent.

The current annual fee is \$10 for each rental unit and \$5 for each residential hotel unit. This annual fee was last increased in 1993 and is not expected to increase in FY 1996-97. Monies generated by these annual fees are used to pay for the costs of operating and administering the Rent Board. Any surplus funds collected in a given year are carried forward to the following year.

The proposed FY 1996-97 budget includes \$2,070,000 of revenues from this annual Rent Board fee, the same as the FY 1995-96 budget. The Rent Board anticipates being able to carryforward \$200,000 from the current fiscal year to FY 1996-97.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: **RNT - Rent Arbitration Board**

Department Personnel Changes:

The proposed FY 1996-97 budget includes an additional .57 FTE in temporary staff (TEMPM) over the existing .19 FTE in temporary staff (TEMPM) in the FY 1995-96 revised budget. The requested additional .57 FTE in temporary staff would perform Hearing Officer (8162) functions, and would provide up to nine months of staffing to help reduce and/or prevent backlogs, allowing the department to meet legal mandates for the scheduling and issuance of decisions.

Department Expenditure Changes:

The major changes in the Rent Board's expenditures include a reduction of \$78,804 in services of other departments as a result of a procedural change in annual billing for Rent Board Fees. In FY 1995-96, the Tax Collector's Office changed the billing system for the annual Rent Board Fee by including the Rent Board Fee as a line item in landlord's Property Tax bill rather than issuing a separate bill, in accordance with a recommendation made by the Budget Analyst in the Management Audit of the Tax Collector's Office. The change in the billing system has made the collection of Rent Board Fees more efficient and has reduced the amount charged by the Tax Collector to the Rent Arbitration Board by \$84,361.

The other major change in the Rent Board's expenditures includes a reduction of \$19,900 in Equipment Purchases, which reflects a one-time purchase in FY 1995-96 for computer equipment.

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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **RNT - Rent Arbitration Board**

Page	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
<u>Rent Arbitration Board (CCC)</u>						
1923	001	Permanent Salaries			\$966,400 \$965,485	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				
1926	001	Salary Savings	9993M		(69,161) (70,076)	\$915
		Increase to original 1995-96 original amount adjusted by a cost of living factor for 1996-97.				
1921	013	Mandatory Fringe Benefits			232,814 232,594	220
		Corresponds to reduction in salaries.				
1923	040	Materials & Supplies			38,473 37,293	1,180
		Reduction based on updated prices on RAM upgrades for computers.				
Total Recommended Reductions						<hr/> \$2,315

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CSC Civil Service

Budget Volume: V
Budget Page: 2979

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$478,748	\$555,752	\$77,004	16.1 %
Other Department Revenue				-
Recoveries		120,000	120,000	-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$478,748	\$675,752	\$197,004	41.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$478,748	\$555,752	\$77,004	16.1 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$478,748	\$555,752	\$77,004	16.1 %
Transferred Expenses				- %
Recoveries		120,000	120,000	-
Supplemental Appropriations				-
Total Uses	\$478,748	\$675,752	\$197,004	41.1 %
Mayor's Listed Positions:				
Permanent	6.00	7.00	1.00	16.7 %
Temporary				-
Premium		1.00	1.00	-
Work Order		1.00	1.00	-
Salary Savings		0.35	0.35	-
Project Positions				-
Subtotal, Mayor's Budget	6.00	9.35	3.35	55.8 %
Adjustments (FTE):				
Overtime				- %
Premium		(1.00)	(1.00)	-
Salary Savings	(0.29)		0.29	-100.0
Supplemental Appropriations				-
Other Adjustments		(1.00)	(1.00)	-
Total FTE	5.71	7.35	1.64	28.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CSC - Civil Service Commission

Financial Data:

The Civil Service Commission's proposed \$555,752 budget for FY 1996-97 is \$77,004 or 16.1 percent more than the Department's FY 1995-96 budget of \$478,748. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Civil Service Commission	\$478,748	\$478,748	\$555,752
Labor Relations (new program)	<u>0</u>	<u>0</u>	<u>120,000</u>
Total	\$478,748	\$478,748	\$675,752

Department Revenues:

For FY 1996-97, the Civil Service Commission has proposed a new program in labor relations, to be funded through a work order from the Airport in the amount of \$120,000.

Department Personnel Changes:

A new position, a 1282 Principal Employee Relations Representative is proposed, at an annual salary cost of \$77,256, to be funded through a work order from the Airport.

Department Expenditure Changes by Program

Civil Service Commission

In FY 1996-97, the Civil Service Commission proposes to increase its expenditures in order to reflect, in the Department's budget, the actual cost of Civil Service functions which are carried out in the Human Resources Department and which were absorbed by the Human Resources Department budget. Inclusion of these costs in the CSC budget will increase the Department's expenditures for materials and supplies and other miscellaneous items by \$7,765, and for staff time work ordered to the Human Resources Department by \$25,027, for a total of \$32,792. The overall cost to the General Fund does not change, as the Human Resources Department has reduced its General Fund request by these amounts, and all expenditure changes net to zero across the two Departments.

The Civil Service Commission's budget for equipment purchases work ordered through the Human Resources Department has been reduced by \$37,500 due to the fact that the FY 1995-96 budget included funds in this item for a one-time purchase of hardware, software, and network equipment which enabled the CSC to be connected to the MIS system developed by the Human Resources Department to generate information and analysis of the City's workforce.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CSC Civil Service Commission

Labor Relations Program

The Civil Service Commission is proposing to initiate a new program in labor relations for FY 1996-97, to include 1 new position, a 1282 Principal Employee Relations Representative, at a salary cost of \$77,256, and related expenses at a cost of \$42,744, for an overall cost of \$120,000, to be funded through a work order from the Airport. The proposed Principal Employee Relations Representative would be responsible for conducting meet and confer sessions, arranging mediation or arbitration, and carrying out other functions necessary to implement changes in the Civil Service Rules which have been approved by the Civil Service Commission. A series of changes to the Civil Service rules have been approved by the Commission, referred to the Human Resources Department, and are awaiting action on employee relations issues which is required before the rules changes can be implemented. Currently, a backlog exists of approximately 33 changes, deletions, or additions to Civil Service rules, which were referred to the Employee Relations Division at HRD, or to its predecessor Employee Relations Office in the Mayor's Office as early as June of 1992, and have not been implemented to date.

Comments:

1. As noted above, the Civil Service Commission is proposing to initiate a new program to implement Civil Service rules changes which require meet and confer sessions and/or other consultations on labor issues before they can be implemented. Mr. Al Walker of the Civil Service Commission reports that a backlog exists, going back to June of 1992, of 33 rules changes or deletions which have been approved by the Commission and which are awaiting action by the Employee Relations Division. Mr. Walker advises that this new program would supplement the limited time that the Employee Relations Division has been able to devote to Civil Service rules changes. Mr. Walker notes that the proposed changes to the Civil Service rules have been drafted to make staffing and management practices in the City more efficient, and more fair for City employees, and that the Commission believes that the backlog is hampering the City's ability to carry out effective personnel management. Mr. Walker notes that the Airport has proposed funding this effort through a work order because of the Airport's interest in timely implementation of Civil Service rules changes that would allow more efficient management of Airport personnel. Mr. Walker anticipates that the program would be ongoing after FY 1996-97, due to the need to continue making revisions to the Civil Service rules in response to changes in MOUs, and to changes in City labor practices.

2. Mr. Geoff Rothman of the Human Resources Department's Employee Relations Division advises that due to staff shortages and the demands of the collective bargaining process, the Employee Relations Division has been able to devote only a limited amount of staff time to Civil Service rules changes, and has focused its efforts on two specific rules where implementation is urgent due to the impact of the rules on certain labor matters. Mr. Rothman estimates that in order for the Employee Relations Division to move forward on the existing backlog of rules changes, the Division would require a least one half-time staff person, and that the rules changes would need to be prioritized so that those rules most critical to personnel management and to the operation of the Civil Service system were identified.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CSC Civil Service Commission

3. The Budget Analyst notes that the Charter amendments which created the Human Resources Department, and which have been integrated into the new Charter, separated employee relations matters from the operation of the Civil Service system, and placed the responsibility for employee relations issues in the Human Resources Department. Approval of a proposed new program related to Employee Relations, to be carried out by the Civil Service Commission, and funded through a work order from the Airport, is a policy matter for the Board of Supervisors.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CSC - Civil Service

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>Service Commission (FCV)</u>							
001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations.				\$378,038	\$360,726	*
001	Salary Savings - Misc. To eliminate salary savings included in the budget as an error.	9993M			17,312	0	\$17,312
013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				85,866	81,936	3,930
001	Permanent Salaries * Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.				77,256	77,256	*
013	Mandatory Fringe Benefits * Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.				16,205	16,205	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CSC - Civil Service

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/</u> <u>Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
2988	027	Professional & Special Services				\$19,539	\$19,539	*
		* Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.						
2988	040	Materials & Supplies				1,000	1,000	*
		* Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.						
2988	081	Services of Other Departments (AAO)				4,000	4,000	*
		* Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.						
2988	082	Services of Other Departments (Non-AAO Funds)				2,000	2,000	*
		* Addition of a new program in Labor Relations is a policy matter for the Board of Supervisors.						

Total Recommended Reductions: \$21,242

Total Board Policy Matter: \$120,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HRD Human Resource Department

Budget Volume:
Budget Page:

V
3001

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$12,344,312	\$13,185,239	\$840,927	6.8 %
Other Department Revenue				-
Recoveries	32,071,325	37,542,102	5,470,777	17.1
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
total Sources	\$44,415,637	\$50,727,341	\$6,311,704	14.2 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$12,344,312	\$13,185,239	\$840,927	6.8 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$12,344,312	\$13,185,239	\$840,927	6.8 %
Transferred Expenses				- %
Recoveries	32,071,325	37,542,102	5,470,777	17.1
Supplemental Appropriations				-
total Uses	\$44,415,637	\$50,727,341	\$6,311,704	14.2 %
Mayor's Listed Positions:				
Permanent	162.00	165.84	3.84	2.4 %
Temporary	5.00	5.76	0.76	15.2
Work Order	18.00	19.13	1.13	6.3
Salary Savings	(11.00)	(11.07)	(0.07)	0.6
Project Positions			0.00	-
Subtotal, Mayor's Budget	174.00	179.66	5.66	3.3 %
Adjustments (FTE):				
Overtime	0.01	0.01	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
total FTE	174.01	179.67	5.66	3.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRD - Human Resources Department**

Financial Data:

The Human Resources Department's proposed \$13,185,239 budget for FY 1996-97 is \$840,927 or 6.8 percent more than the original FY 1995-96 budget of \$12,344,312. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$315,099 or 2.45 percent.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Employee Relations	\$735,629	\$1,200,257	\$1,215,651
Operations	2,208,364	2,208,364	2,476,545
Management & Employee Dev.	106,548	106,548	543,083
Administration	3,139,081	3,200,281	2,706,392
Health Service System	2,894,389	2,894,389	3,012,403
Workers Compensation Division	6,036,394	6,036,394	6,212,398
Workers Comp Workorder - - -	181,737	181,737	181,737
Depts. Workers Comp. Costs	<u>118,296</u>	<u>118,296</u>	<u>103,375</u>
Sub-total	\$15,420,438	\$15,946,266	\$16,451,584
Workers Comp. Recovery	(181,737)	(181,737)	(181,737)
Health Service System Recoveries	(2,894,389)	(2,894,389)	(3,084,608)
TOTAL	<u>\$12,344,312</u>	<u>\$12,870,140</u>	<u>\$13,185,239</u>
Workers Compensation Fund	27,647,933	27,829,670	32,736,619
Workers Comp Fund Recoveries	<u>\$27,647,933</u>	<u>\$27,829,670</u>	<u>\$32,736,619</u>
	0	0	0

Department Personnel

In FY 1996-97, the Human Resources Department proposes the following changes in personnel:

- In the Operations Division; the addition of: 6 new 1242 Personnel Analysts, to be funded for one-half of the fiscal year, for a total of 3.0 FTE, and 2 new 1203 Personnel Technicians, to be funded for three-quarters of the fiscal year, for a total of 1.5 FTE, and one new 1244 Senior Personnel Analyst, to be funded for three-quarters of the fiscal year, for a total of .75 FTE, resulting in a grand total of 5.25 FTEs. Taken together, these requests result in 9 new positions, on an annualized basis. These positions are requested in order to create a new unit for increased

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRD - Human Resources Department**

Civil Service testing work to be funded under the General Fund. In addition, HRD is requesting the addition of a new 1270 Departmental Personnel Officer as a mid-level manager in the Division, to be funded at .75 FTE through a workorder from the Airport.

- Transfer of 7.5 positions which make up the affirmative action team from the Administration Division to the Management and Employee Development Division. In addition, the Administration Division is proposing to transfer a portion of 4 positions from the General Fund to Work Order. These transfers reflect increased workorder funds to the Department from the Civil Service Commission as part of the effort to have the Civil Service Commission's budget accurately reflect the cost for certain of its functions which are currently carried out by Human Resources Department staff, and an increase in interdepartmental recoveries by HRD from various Departments in association with required drug testing of City employees.

- The Administration Division is also proposing to add a new half-time 1818 Management Information Systems Specialist II.

Department Expenditures:

Employee Relations Division

Proposition F, passed by the voters in November of 1994, changed the method of setting salaries for most City employees from the salary standardization process to collective bargaining. The HRD has received supplemental appropriations in each of the last two fiscal years to cover the costs of collective bargaining. The Mayor's proposed budget for FY 1996-97 now includes funds for the collective bargaining process, including an increase of \$34,768 in temporary salary funds, \$237,200 for professional and specialized services, and \$190,000 for the services of the City Attorney and the Controller's ISD related to the collective bargaining process.

Operations Division

A new unit is proposed in the Operations Division to carry out Civil Service testing for the purposes of reducing the number of provisional employees (those employees serving in a City position without having taken a Civil Service exam) over the next three years as is required by the new City Charter. As in prior years, the Mayor's budget includes an amount of \$40,000 for the Recruitment and Selection Project Fund, which funds examination costs including advertising, room rental, and expenses for Exam Board members. The Operations Division budget also includes an increase of approximately \$75,000 in expenses associated with activities related to the Fire Department Consent Decree, including expenses related to examinations for classifications H4 Inspector, H6 Investigator, and H2 Firefighter, which are tentatively scheduled to be held during the 1996-97 Fiscal Year.

Administration

The Mayor's budget includes an increase of \$25,027 in funds workordered from the Civil Service Commission's budget in order to pick up the cost of a portion of staff time for Civil

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRD - Human Resources Department**

Service functions which had previously been absorbed by the Department of Human Resources budget, and the Division has reduced its own General Fund expenditures accordingly. These proposed changes do not change the overall General Fund cost to the City since the expenditure changes net to zero across the two departments. The Administration Division budget also includes an increase of \$30,000 due to the increasing cost of required drug testing for City employees.

Workers Compensation Division and Workers Compensation Claim Costs

The Worker's Compensation Division budget for FY 1996-97 includes increased expenses for rent, furniture and equipment related to a planned remodeling of its offices at 1155 Market Street to meet ADA requirements, including the installation of accessible bathroom facilities. Due to the loss of office space on the 3rd floor of the building associated with the construction of accessible bathroom facilities, the Human Resources Department proposes to enter into a new lease for an additional 1,989 square feet of space on the 6th floor of 1155 Market, at a net increase in rental costs for the Workers Compensation Division of approximately \$19,114 annually. In addition, because the remodeling necessitates destruction of approximately 18 built-in workstations, the budget request includes funds for new furniture and equipment for both the 3rd floor and the 6th floor office space, at a cost of \$80,000.

The Mayor's budget proposes an amount of \$32,736,619 in Workers Compensation claim costs for FY 1996-97. The Human Resources Department has projected from the current year actual expenditures as of March 1996, and has estimated Workers Compensation claim costs for FY 1996-97 at \$34,264,456, which is \$1,527,837 or 4.7 percent more than the Mayor's budget.

The following table presents the revised 1995-96 budget for Workers Compensation costs, the Mayor's proposed budget for 1996-97, and the difference between the revised budget for 1995-96 and the Mayor's budgeted expenditures for 1996-97.

	Revised <u>1995-96</u>	Proposed <u>1996-97</u>	Increase (Decrease) from Revised FY 1995-96 to <u>Proposed 96-97</u>
General Fund	\$12,871,945	\$13,695,032	\$823,087
General Fund Supported			
MUNI	7,471,789	10,306,789	2,835,000
General Hospital	1,350,065	1,633,629	283,564
Laguna Honda	<u>1,435,326</u>	<u>1,435,326</u>	<u>0</u>
General Fund Sub-total	<u>23,129,125</u>	<u>27,070,776</u>	<u>3,941,651</u>
Special Funds	4,518,808	5,665,843	1,147,035
TOTAL	\$27,647,933	\$32,736,619	\$5,088,686

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: HRD - Human Resources Department

Comments:

1. As noted above, the Human Resources Department is requesting the addition of 9 new positions (5.25 FTE in FY 1996-97) in the Operations Division for Civil Service testing work. Previously, the Budget Analyst did not recommend approval of any of these new positions for FY 1996-97. Based on additional information provided by the Human Resources Department, the Budget Analyst now recommends the approval of 5 of the requested positions (2.75 FTE in 1996-97), including 1 1203 Personnel Technician (funded at .75 FTE), 3 1242 Personnel Analysts (funded at .5 FTE each or 1.5 FTE), and 1 1244 Senior Personnel Analyst (funded at .5 FTE). These positions are recommended in order to provide resources to meet the new Charter's requirement that the number of provisional employees in the City be reduced through conducting Civil Service tests. However, the Budget Analyst does not recommend an additional 4 positions (2.5 FTE), including 1 1203 Personnel Technician (funded at .75 FTE), and 3 1242 Personnel Analysts (funded at .5 FTE each or 1.5 FTE), and does not recommend an additional .25 FTE for the position of 1244 Senior Personnel Analyst. The Budget Analyst notes that existing staff can be utilized to carry out a portion of the required Civil Service examinations. The Operations Division currently includes a staff of approximately 23 positions in Personnel classifications, and 91 positions in Personnel classifications are employed in various other City departments, for a total of 114 positions in these classifications who are able to provide specialized expertise for the purposes of analyzing Departmental staffing needs and developing testing procedures for many classes of City employees. While we recognize that not all of these 114 positions are available to conduct Civil Service testing, the Budget Analyst believes that existing staff can be used to carry out a greater proportion of the testing program.

2. The Budget Analyst does not recommend an additional management position, a 1270 Departmental Personnel Manager, in the Operations Division. This position, to be funded at .75 FTE using workorder funds from the Airport, was requested in the FY 1995-96 budget and disapproved by the Budget Committee of the Board of Supervisors. The Human Resources Department has not provided sufficient justification at this time for the addition of another management position in this Division. The Budget Analyst notes that both the Operations Division currently has a Division Manager, an Assistant Division Manager, a supervisor of the certification section and a supervisor of the support services section, and principal personnel analysts which head each of 4 certification teams. One of these management positions, the Assistant Division Manager, was added to the Division as an upward substitution, with the recommendation of the Budget Analyst, in the FY 1995-96 budget process in response to the Department's need to provide additional capability for an effort to analyze and consolidate the number of personnel classes in the City. The Human Resources Department advises that the Airport is willing to fund this position because it has proportionally greater certification needs due to expansion and construction at the Airport over the next five years. The Budget Analyst notes that processing of Airport certification requests and other basic human resources functions should be carried out by lower level classifications, and that an additional senior management position is not justified for this function.

3. As noted above, based on the Human Resources Department's projection of Workers Compensation claim costs for FY 1996-97, the Budget Analyst advises that Workers

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HRD - Human Resources Department

Compensation claim costs are underfunded in the Mayor's budget by up to \$1.5 million, including an estimated \$1,100,000 in General Fund costs and an estimated \$400,00 in Special Fund costs.

4. The Mayor's proposed budget provides for an increase of \$840,927. Our recommended reductions, which total \$258,917, will still allow an increase of \$582,010, or 4.7 percent, in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: HRD - Human Resources

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	

Employee Relations (FC4)

027	Professional and Specialized Services						
				\$274,200	\$274,200		*

Pending a report from HRD on the actual cost of consultants and expert witnesses for collective bargaining, reserve the amount of \$237,200.

Permanent Salaries (FC5)

001	Permanent Salaries						
				\$1,954,209	\$1,825,533		*

* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRD - Human Resources**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
3037	001	Personnel Technician	1203	1.50	0.75	52,667	26,333	\$26,334
3037	001	Personnel Analyst	1242	3.00	1.50	147,237	73,618	73,619
3037	001	Sr. Personnel Analyst	1244	0.75	0.50	43,085	14,362	28,723

The Human Resources Department is requesting the addition of 9 new positions (5.25 FTE in FY 1996-97) in the Operations Division for Civil Service testing work. Previously, the Budget Analyst did not recommend approval of any of these 9 new positions for FY 1996-97. Based on additional information provided by the Human Resources Department, the Budget Analyst now recommends the approval of 5 of the requested positions (2.75 FTE in 1996-97), including 1 1203 Personnel Technician (funded at .75 FTE), 3 1242 Personnel Analysts (funded at .5 FTE each or 1.5 FTE), and 1 1244 Senior Personnel Analyst (funded at .5 FTE). These positions are recommended in order to provide resources to meet the new Charter's requirement that the number of provisional employees in the City be reduced through conducting Civil Service tests. However, the Budget Analyst does not recommend an additional 4 positions (2.5 FTE), including 1 1203 Personnel Technician (funded at .75 FTE), and 3 1242 Personnel Analysts (funded at .5 FTE each or 1.5 FTE), and does not recommend an additional .25 FTE for the position of 1244 Senior Personnel Analyst. The Budget Analyst notes that existing staff can be utilized to carry out a portion of the required Civil Service examinations. The Operations Division currently includes a staff of approximately 23 positions in Personnel classifications, and 91 positions in Personnel classifications are employed in various other City departments, for a total of 114 positions in these classifications who are able to provide specialized expertise for the purposes of analyzing Departmental staffing needs and developing testing procedures for many classes of City employees. While we recognize that not all of these 114 positions are available to conduct Civil Service testing, the Budget Analyst believes that existing staff can be used to carry out a greater proportion of the testing program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: HRD - Human Resources

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits				486,793	454,624	32,169
	Corresponds to reduction in salaries.						

tions - Work Order (FC5)

001	Permanent Salaries				\$285,565	\$233,006	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Dept. Personnel Officer	1270	1	0	52,559	0	\$52,559
	The Department has not adequately justified this additional management position. Funds are provided through a work order from the Airport.						
013	Mandatory Fringe Benefits				68,716	54,506	14,210
	Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HRD - Human Resources

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Administration (FCW)</u>								
3028	001	Permanent Salaries				1,177,808	1,155,363	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
3041	001	Mgt. Info. System Specialist II	1818	0.50	0	\$22,445	\$0	\$22,445
		The Dept. has not adequately justified this additional position.						
3028	013	Mandatory Fringe Benefits				277,472	272,254	5,218
		Corresponds to reduction in salaries						
3029	027	Professional & Special Svcs.				93,000	93,000	*
		*Pending a report from the Department of Human Resources on the actual cost of drug testing as determined through the RFP process, and pending the selection of a contractor, and information regarding MBE/WBE status, reserve the current year's increase in the amount of \$30,000 and approve the FY 95-96 budget level in the amount of \$63,000.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
- AMENDMENT OF BUDGET ITEMS
1996-97

ment: HRD - Human Resources

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>rs Compensation (FDE)</u>							
040	Materials and Supplies Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.				28,640	25,000	3,640
060	Equipment Purchase Pending a report from the Department of Human Resources on the actual cost of new furniture and equipment for displaced employees at 1155 Market, reserve the requested amount of \$80,000.				\$80,000	\$80,000	*
Total Recommended Reductions							<u>\$258,917</u>
Total Recommended Reserves							\$347,200

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: RET Retirement System

Budget Volume: V
Budget Page: 3249

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	\$7,217,762	\$7,769,688	\$551,926	7.6
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$7,217,762	\$7,769,688	\$551,926	7.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$7,217,762	\$7,769,688	\$551,926	7.6 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$7,217,762	\$7,769,688	\$551,926	7.6 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$7,217,762	\$7,769,688	\$551,926	7.6 %
Mayor's Listed Positions:				
Permanent	58.00	58.00	0.00	0.0 %
Temporary	3.00	4.76	1.76	58.7
Work Order				-
Salary Savings				-
Project Positions	(1.00)		1.00	-100.0
Subtotal, Mayor's Budget	60.00	62.76	2.76	4.6 %
Adjustments (FTE):				
Overtime	0.34	0.34	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	60.34	63.10	2.76	4.6 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **RET - Retirement System**

Financial Data:

The Retirement System's proposed \$7,769,688 budget for FY 1996-97 is \$551,926 or 7.6 percent more than the original FY 1995-96 budget of \$7,217,762. The Retirement System's original and revised budget for FY 1995-96 are the same.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Administration	\$573,248	\$573,248	\$623,050
Retirement Services	5,696,784	5,696,874	6,086,548
Investment	<u>947,640</u>	<u>947,640</u>	<u>1,060,090</u>
Total	\$7,217,762	\$7,217,762	\$7,769,688

Department Personnel Changes:

Retirement Services

For FY 1996-97, the Retirement Services Division proposes the upward substitution of 2 FTE 1810 Actuarial Clerks for 2 FTE 1209 Benefits Technicians at an increased cost of \$3,637, and the downward reclassification of an 1813 Retirement Analyst to a 1203 Personnel Technician, at a reduced salary cost of \$10,380, for an overall reduction in salary costs due to these changes of \$6,743. In addition, the Retirement Services Division is proposing the addition of 1.25 FTE in temporary salaries. These requests are associated with the need to process new members and a large volume of changes in member benefits within the Retirement System. In accordance with new MOU provisions, reductions in the number of temporary employees in the City as mandated by the new Charter, and other factors, the membership of the Retirement System will increase by 10% to 11% over the years FY 1995-96 to FY 1996-97.

Investment

In the Investment Services Division, an increase in temporary salaries is proposed in association with the Retirement System's need for temporary accounting services to complete a changeover to a new custodian for the plan's assets.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: RET - Retirement System

Department Expenditure Changes by Program

Administration

In the Administration Division, an increase of \$29,150 in Professional and Specialized Services is proposed due to increases in the cost of court reporters, arbitration, and of administrative hearings conducted by the State Department of General Services on retirement cases. An increase of \$10,600 in the services of the Registrar of Voters office is requested in association with the cost of conducting a Retirement Board election scheduled during the Fiscal Year.

Retirement Services

As noted above, the Retirement System is currently processing a high volume of new members and of benefit changes as a result of MOU and Charter requirements enacted in FY 1995-96 and for FY 1996-97. In association with this volume increase, the Department is requesting an increase of \$6,000 in materials and supplies. In addition, the Department's planned changeover to a new benefits payments system will result in an increase of \$223,000 in the cost of services of the Controller's Information Services Division (ISD).

The Retirement Services Division has requested an amount of \$50,000 for professional and specialized services to allow the Division to hire consultants to advise the Retirement Board on matters of governance, control, decision-making processes and strategic planning (See Comment). However, due to decreases in the cost of actuarial and other service contracts, the net increase in this item is an amount of \$20,000.

Comments:

1. As noted above, the Retirement Services Division has requested an amount of \$50,000 for consulting services to advise the Retirement Board on matters of governance, control, decision-making processes and strategic planning. Ms. Clare Murphy, General Manager of the Retirement System, advises that the Retirement Board is requesting this expenditure due to the growth in the Retirement System's assets to approximately \$7.4 billion, coupled with significant changes in its investment strategies, and a significant increase in the membership of the system. As a result of these changes, the Retirement Board feels that issues such as; a) the degree of decision-making power granted to the Retirement System's staff, b) the types of decisions brought to the Board itself, c) the skills of Retirement Board members, and, d) Retirement Board election processes, should be analyzed with the assistance of consultants with expertise in these issues. Approval of this proposed expenditure is a policy matter for the Board of Supervisors.
2. The Budget Analyst advises that in FY 1995-96, the Board of Supervisors approved an amount of \$9,000 for services of a facilitator for the Retirement Board's planning sessions. This expenditure is included in the FY 1996-97 budget in addition to the request for funds for consulting services in governance matters as described above.
3. The Mayor's budget provides for an increase of \$551,926. Our recommended reductions, which total \$121,339, will still allow an increase of \$430,587 or 6.0% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

RET - Retirement System

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
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Retirement Services (FDD)

3261	005	Temporary Salaries			\$137,316	\$128,200	\$9,116
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The Retirement System states that the full requested budget amount is needed due to various increases in the Department's workload, including the increase in membership of the Retirement System by approximately 2,000 members, or 11%. From FY 1994-95 to FY 1995-96, while the membership of the Retirement System increased by approximately 11%, the Department's overall temporary salaries spending increased by approximately 91%. This full increase is already included in the Department's base budget budget for Temporary Salaries. The Budget Analyst recommends that the proposed budget for FY 1996-97 be reduced to the actual 1995-96 expenditure level, plus an adjustment of an additional 12.5% for time needed to research the employment history of members with "buy-back" opportunities, and other short-term projects identified by the Department.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment:

RET - Retirement System

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
027	Professional & Specialized Services				230,400	230,400	*
	Approval of a new contract in the amount of \$50,000 for consulting services on governance and strategic planning is a policy matter for the Board of Supervisors.						
060	Equipment Purchase				111,409	102,661	8,748
	Department has not sufficiently justified the purchase of new computers/workstations.						
001	Salary Savings - Misc.	9993M			0	(40,188)	40,188
	Increase salary savings to 2%, consistent with projected FY 1996-97 spending by the Division.						
ments (FDF)							
005	Temporary Salaries				\$65,975	\$20,688	\$45,287
	Reduce to FY 1995-96 actual expenditure level, adjusted for an increase in workload associated with changeover to a new custodian for the plan's assets.						
011	Overtime				20,000	2,000	18,000
	Department has expended no overtime funds YTD in FY 1995-96 and an amount of \$503 in FY 1994-95.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

RET - Retirement System

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>

Administration (FED)

3264	035	Other Current Expenses				9,000	9,000	*
		*Reserve \$9,000 for "services of a facilitator for the Retirement Board's planning sessions," pending a decision on a new proposed \$50,000 contract for consulting services in governance matters (see Retirement Services). If the \$50,000 contract is approved, the Budget Analyst recommends disapproval of this \$9,000 item.						

Total Recommended Reductions:	\$121,339
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Total Recommended Reserves:	\$9,000
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Total Board Policy Matter:	\$50,000
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**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CRT Trial Courts

Budget Volume: 1
Budget Page: 83

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$45,605,475	\$47,656,466	\$2,050,991	4.5 %
Other Department Revenue Recoveries	5,899,389	5,886,217	(13,172)	-0.2
Revenue Transfers				-
Dept. General Fund Revenue	2,128,760	2,124,760	(4,000)	-0.2
Supplemental Appropriations				-
Total Sources	\$53,633,624	\$55,667,443	\$2,033,819	3.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$53,526,172	\$55,554,457	\$2,028,285	3.8 %
Fac. Maint. / Capital Imp.	36,000	36,000	0	0.0
Subtotal - Mayor's Budget	\$53,562,172	\$55,590,457	\$2,028,285	3.8 %
Transferred Expenses	\$71,452	\$76,986	\$5,534	7.7 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$53,633,624	\$55,667,443	\$2,033,819	3.8 %
Mayor's Listed Positions:				
Permanent	543.00	548.50	5.50	1.0 %
Temporary	2.00	2.48	0.48	24.0
Work Order				-
Salary Savings	(23.00)	(17.15)	5.85	-25.4
Project Positions				-
Subtotal, Mayor's Budget	522.00	533.83	11.83	2.3 %
Adjustments (FTE):				
Overtime	1.36	1.78	0.42	30.9 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	523.36	535.61	12.25	2.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CRT - Trial Courts

Financial Data:

The Trial Courts' proposed \$55,554,457 budget for FY 1996-97 is \$2,028,285 or 3.8 percent more than the original FY 1995-96 budget of \$53,526,172. The net increase from the revised FY 1995-96 budget to the FY 1996-97 budget is the same.

Summary of Budgeted Activities:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
AMA Municipal Court Services	\$14,296,104	\$14,280,104	\$14,733,298
AMB Superior Court	71,452	71,452	76,986
AMF Superior Court Services	17,429,286	17,429,286	17,936,995
AML Indigent Defense/Grand Jury	7,134,047	7,134,047	7,330,202
AMM Accounting Automation	187,792	187,792	193,326
AMN Court House Construction	4,825,979	4,825,979	4,820,445
AMS District Attorney Child Support Services	746,157	746,157	743,422
AMT Trial Court Services	<u>8,942,807</u>	<u>8,958,807</u>	<u>9,832,769</u>
Subtotals	\$53,633,624	\$53,633,624	\$55,667,443
Less:			
Facilities Maintenance	36,000	36,000	36,000
Transferred Expenses	71,452	71,452	76,986
TOTAL	<u>\$53,526,172</u>	<u>\$53,526,172</u>	<u>\$55,554,457</u>

Department Revenue Changes:

Department revenues are not projected to change significantly in 1996-97. Revised budgeted 1995-96 revenues were \$8,028,149. Budgeted 1996-97 revenues are \$8,010,977.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: CRT - Trial Courts

Department Personnel Changes:

The Trial Courts are requesting ten new positions at an annual salary cost of \$467,660 and a reduction in salary savings of approximately \$299,000. The ten positions are:

<u>Position Number</u>	<u>Position Classification</u>	<u>Number of Positions</u>	<u>Amounts Budgeted</u>
0591	Superior Court Clerk	2.00	\$97,196
0655	Counselor, Family Court Services	1.00	58,203
0676	Research Assistant, Superior Court	1.00	47,215
0681	Judicial Clerk Senior, Superior Court	1.00	41,238
0697	Judicial Clerk	1.00	31,398
0811	Management Information Systems Spclst	1.00	35,366
0589	Court Assistant, Superior Court	1.00	42,648
0636	Division Chief	1.00	60,265
0819	Management Information Systems Spclst	1.00	<u>54,131</u>
TOTAL		10.00	\$467,660

Total FTEs would increase by 12.25 positions.

These positions would serve a variety of functions including personnel management and training, information systems management and staff training, increased clerk support for courtroom commissioners, increased financial and accounting services, increased juror processing staff, increased research, and enhanced services for guardianship investigations and investigations of families who are appointed as guardians for minors.

The Trial Courts are also requesting substitution of four positions for four other positions. The substituted positions all have a lower cost than the positions requested for deletion.

Department Expenditures:

The proposed changes in expenditures are a combination of increases in salaries and benefits for the ten requested new positions, increased requests for computer information systems and equipment, and some new and expanded contracts for services. The Courts are proposing expenditures to complete procurement started last year of one laptop computer for each Superior Court bench officer to be used both in the courtroom and in their chambers, enhancements to the civil division computer system, an imaging system for storing records, replacement of Wang computers with new networked personal computers, and various enhancements to the Department's printer and office equipment stock.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: CRT - Trial Courts

The costs of private indigent defense services including investigators and related services, are part of the Trial Courts budget and constitute a significant cost. This year, approximately \$10 million is budgeted for this purpose. The Courts should be commended for implementing a number of policies to control private attorney billing costs. Similar measures are now needed for investigator billings, which are growing at a rate faster than attorney billings, reportedly in response to three strikes cases requiring more investigation activity.

Comments:

Our recommendations are to reduce the proposed Trial Courts budget by \$1,183,853. This would still leave an increase of \$844,432, or 1.6 percent, and allow for five of the requested new positions and several of the equipment and information systems requests that will provide increased or improved service to the public and greater efficiency in operations. The five positions are the Division Chief to consolidate personnel management, a counselor to conduct more in-depth guardianship investigations including home visits for children who are under the custody of relatives, information systems support for Court staff, and two new Courtroom Clerks for the increased number of courtrooms in operation. However, we have identified several vacant existing positions in the budget and we have recommended either their elimination or increased salary savings in exchange for some of these new positions. We have also made several recommendations to encourage greater coordination and efficiency of the two courts in accordance with State court coordination requirements.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CRT - Trial Courts

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Equipment</u>	<u>Number</u>	<u>Amount</u>		<u>To</u>	<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>			
<u>Principal Court Services (AMA)</u>								
001	Permanent Salaries				\$11,598,560	\$11,260,768		*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
001	Court Fiscal Officer, Municipal Court	0223	1	0	73,356		0	\$73,356
	Delete vacant position whose functions in a consolidated court are being performed by an existing fiscal officer in Superior Court.							
001	Salary Savings - Misc.	9993M			(347,514)	(611,950)		264,436
	Consistent with 1995-96 and prior year's level.							
005	Temporary Salaries				71,901	71,901		*
	*Reserve \$21,500 for traffic commissioner pending determination of caseload generated by new "Red Light" program.							
013	Mandatory Fringe Benefits				2,425,099	2,357,541		67,558
	Corresponds to reduction in salaries.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CRT - Trial Courts**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
104	021	Travel				\$17,010	\$11,263	\$5,747
104	022	Training				24,809	16,540	8,269
		Reduces travel and training to 1995-96 actual level totalling \$27,803. The approved budget in 1995-96 was \$27,860.						
<u>Superior Court Services (AMF)</u>								
107	001	Permanent Salaries				14,307,420	14,143,384	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
123	001	Research Asst. Superior Ct.	0676	1	0	47,215	0	47,215
		There are 10 existing Research Assistant, Superior Court positions. Need for 11th position in this class has not been justified.						
123	001	Judicial Clerk, Senior	0681	1	0	41,238	0	41,238
		A pilot program to coordinate accounting and financial operations between the courts eliminates the need for this position.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CRT - Trial Courts

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
001	Judicial Clerk	0697	1	0	\$31,398	\$0	\$31,398
	The increase in jury trials does not necessitate an additional position for juror services at this time, given the level of staffing in that function. There are already nine clerks. A recommended new envelope burster costing \$6,895, which we recommend approval of, will help streamline process of qualifying jurors.						
001	Salary Savings - Misc.	9993M			(514,735)	(558,920)	44,185
	Consistent with 1995-96 level.						
013	Mandatory Fringe Benefits				2,951,310	2,918,503	32,807
	Corresponds to reduction in salaries.						
021	Travel				54,435	35,687	18,748
022	Training				14,000	9,313	4,687
	Reduces travel and training to 1995-96 actual level totalling \$45,000. The approved budget for FY 1995-96 was \$46,231.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR

AMENDMENT OF BUDGET ITEMS

1996-97

Department: **CRT - Trial Courts**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>Amount From</u>	<u>To</u>	<u>Savings</u>
<u>Indigent Defense/Grand Jury (AML)</u>								
109	005	Temporary Salaries		.73	0	\$33,343	\$0	\$33,343
		Secretarial support for Grand Jury can continue to be provided by existing Trial Courts staff as has been done each year.						
109	013	Mandatory Fringe Benefits				2,607	0	2,607
		Corresponds to reduction in salaries.						
109	021	Travel				20,064	9,947	10,117
109	022	Training				5,617	2,858	2,759
109	027	Profsl/Specldz Services				4,838	2,447	2,391
109	035	Other Materials & Supplies				6,075	2,948	3,127
		Returns Grand Jury expenses to 1995-95 actual levels. Deletes requests for Grand Jury consultants to assist in audit and increased travel and training. Controller's staff is being increased for performance audit work.						
109	026	Court Fees/Other Compensation				7,293,522	7,235,222	58,300
		Reduce to improve cost controls over these contract services for indigent defendants. Submit a report in 90 days to the Budget Committee on the status of this account.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CRT - Trial Courts

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Equipment Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>Court Services (AMT)</u>							
001	Permanent Salaries				\$268,760	\$171,981	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Court Assistant	0589	1	0	42,648	0	\$42,648
	We are recommending approval of one new Division Chief who should assume responsibility for training all Trial Court staff. A second new position for this purpose is not justified.						
001	MIS Specialist	0819			54,131	0	54,131
	New position to provide computer training and support. Department already has 6 information systems positions. Through consolidation of the two courts, the existing 6 positions should be redirected to support changing technology in the department.						
013	Mandatory Fringe Benefits				60,550	41,194	19,356
	Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CRT - Trial Courts

Page No.	Object	Account Title	Position/ Equipment <u>Number</u>			<u>Amount</u>		<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
117	027	Professional and Specialized Services				\$1,199,840	\$1,114,840	\$85,000
		Delete \$47,000 for contractor for outside guardianship investigations since these services would be provided by a new permanent Counselor position which we are recommending. Reduce by \$18,000 for three years of retroactive cost of living increases for contractual services. We recommend approval of a one-year cost of living increase for FY 1996-97. Reduce \$5,000 out of a \$13,000 contract for clerk training which holds it constant with last year. Delete a \$15,000 request for new automated Exhibit System at Juvenile Hall as current system is sufficient.						
118	040	Materials & Supplies				612,500	580,000	32,500
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						
118	060	Equipment Purchase				689,913	491,983	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: CRT - Trial Courts

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>			<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
060	Reduction Not Detailed				\$0	(\$154,000)	\$154,000
	Part of equipment reduction not detailed to give Department discretion over equipment selected.						
060	Photo Copier	TC001N	4	2	37,950	18,975	18,975
	Approve two new copiers instead of four. Two would be adequate.						
060	NCR 7715 Printer		40	20	49,910	24,955	24,955
	Department is requesting replacement of all printers at all fee collection stations due to wear. Complete replacement not necessary at this time. We recommend approval of a 50 percent replacement this year, not a 100 percent replacement.						
	Digital PC Utilities	TC431N			260,000	260,000	*
	*Pending EIPSC recommendation, reserve the amount of \$260,000 for this computer system upgrade.						
Total Recommended Reductions							\$1,183,853
Total Recommended Reserves							\$281,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: JUV Juvenile Probation

Budget Volume: 1
Budget Page: 415

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$15,559,980	\$19,229,337	\$3,669,357	23.6 %
Other Department Revenue				-
Recoveries	78,980	78,980	0	0.0
Revenue Transfers				-
Dept. General Fund Revenue	5,211,000	2,901,000	(2,310,000)	-44.3
Supplemental Appropriations				-
Total Sources	\$20,849,960	\$22,209,317	\$1,359,357	6.5 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$20,665,580	\$21,600,037	\$934,457	4.5 %
Fac. Maint. / Capital Imp.	105,400	530,300	424,900	403.1
Subtotal - Mayor's Budget	\$20,770,980	\$22,130,337	\$1,359,357	6.5 %
Transferred Expenses				- %
Recoveries	78,980	78,980	0	0.0
Supplemental Appropriations				-
Total Uses	\$20,849,960	\$22,209,317	\$1,359,357	6.5 %
Mayor's Listed Positions:				
Permanent	297.00	296.50	(0.50)	-0.2 %
Temporary	14.00	14.00	0.00	0.0
Work Order	1.00	1.00	0.00	0.0
Salary Savings	(23.00)	(21.83)	1.17	-5.1
Project Positions				-
Subtotal, Mayor's Budget	289.00	289.67	0.67	0.2 %
Adjustments (FTE):				
Overtime	3.39	3.30	(0.09)	-2.7 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	292.39	292.97	0.58	0.2 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **JUV - Juvenile Probation Department**

Financial Data:

The proposed \$21,600,037 operating budget for FY 1996-97 is \$934,457 or 4.5 percent more than the original FY 1995-96 operating budget of \$20,665,580. The net increase from the revised FY 1995-96 operating budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Juvenile Probation Services	\$6,141,563	\$6,033,563	\$6,198,375
Juvenile Court Administration	3,418,680	3,418,680	\$3,456,888
Juvenile Court Work Order	78,980	78,980	78,980
Juvenile Court Work Order Recovery	(78,980)	(78,980)	(78,980)
Juvenile Hall	7,216,899	7,216,899	7,856,060
Log Cabin Ranch	2,293,513	2,293,513	2,260,038
YCG Children's Baseline	<u>1,594,925</u>	<u>1,702,925</u>	<u>1,828,676</u>
Subtotal Operating Expenses	<u>\$20,665,580</u>	<u>\$20,665,580</u>	<u>\$21,600,037</u>
Facilities Maintenance	<u>105,400</u>	<u>105,400</u>	<u>530,300</u>
Total	\$20,770,980	\$20,770,980	\$22,130,337

Department Revenue and Fee Changes:

The Juvenile Probation Department's projected revenue amount of \$2,901,000 for FY 1996-97 represents a decrease of \$2,310,000 or 44.3 percent from the projected revenue amount of \$5,211,000 for FY 1995-96. This decrease primarily reflects a reduction in Federal Subvention funds.

Department Personnel Changes:

Of the proposed increase of \$934,457 in the operating budget, Permanent Salaries increase accounts for \$336,823 or 36.0 percent. Of the \$336,633, a total of \$90,766 represents the addition of 1.5 positions along with two separate position substitutions and the remainder represents various salary adjustment increases and a reduction in salary savings. The FTEs increased by 0.58. Mandatory Fringe Benefits increases total \$294,386.

The Juvenile Probation Department is proposing to add two (1.5 FTE) Employment & Training positions for an increase of \$76,391 (excluding fringe benefits). The Juvenile Probation Department

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: 12 - Juvenile Probation Department

vises that the Youth Guidance Improvement Committee (YGIC), a non-profit agency, has dedicated a full-time staff, over approximately the last ten years, to providing vocational and job-preparedness training for youths that are on probation, at no cost to the City. Currently, the YGIC provides such training to approximately 94 youths annually. According to the Probation Department, due to a decrease in the YGIC's Federal and private funding, the YGIC will not be able to provide this training beginning 1996-97. As such, the Juvenile Probation Department is proposing that two new Employment Training positions be added to its budget, in order that the vocational and job-preparedness training can continue to be provided to the subject youths. According to the Juvenile Probation Department, the vocational training, includes occupational classroom training in areas such as carpentry, culinary arts, horticulture/landscaping and computer literacy, and the related intensive job-preparedness represent critical service components for the juvenile detainees.

Based on the Juvenile Probation Department's described need for the continuation of the vocational and related job-preparedness training, the Budget Analyst recommends approval of the two 5 FTE Employment & Training positions.

The Juvenile Probation Department is also proposing (1) an upward substitution of a Materials and Supplies position for a Senior Materials and Supplies position for an increase of \$2,806 (excluding fringe benefits), and (2) an upward substitution of a Institutional Utilities Worker for a General Service Supervisor for an increase of \$11,572 (excluding fringe benefits). The Juvenile Probation Department advises that these upward substitutions have not yet been approved by the Human Resources Department.

Department Expenditure Increases

In addition to increases associated with the above-noted personnel changes, the Juvenile Probation Department's proposed budget reflects the following major increases totaling \$352,818: (1) \$50,000 for Professional & Specialized Services to be used to contract with community-based organizations for the placement of juvenile detainees to relieve over-crowding at Juvenile Hall and (2) \$78,818 for Other Current Expenses, and (3) \$24,000 for Equipment Purchase (20 hand held radios).

Comment

The Mayor's budget provides for an increase of \$934,457. Our recommended reductions, which total \$18,244 will still allow an increase of \$916,213 or 4.4 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **JUV - Juvenile Court**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Juvenile Hall (AKE)</u>								
435	027	Professional & Specialized Services				\$250,000	\$250,000	*
		*Reserve amount of \$250,000 pending the selection of non-profit contractors and contract cost details.						
<u>Administration (ASC)</u>								
442	001	Permanent Salaries - Misc.				1,701,806	1,687,428	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
448	001	Materials and Supplies Supervi	1924	0	1	0	33,371	(33,371)
		Senior Materials and Supplies	1926	1	0	36,177	0	36,177
		Supervisor						
		To disapprove upward reclassification which has not yet been approved by the Director of Human Resources.						
448	001	General Services Supervisor	2742	1	0	36,566	0	36,566
449	001	Institution Utility Worker	7524	0	1	0	24,994	(24,994)
		To disapprove upward reclassification which has not yet been approved by the Director of Human Resources.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: JUV - Juvenile Court

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits			\$459,034	\$455,168	\$3,866
	Corresponds to reduction in salaries.					
Total Reductions						<hr/> \$18,244

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: LLB Law Library

Budget Volume:
Budget Page:

IV
2587

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$247,887	\$258,916	\$11,029	4.4 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$247,887	\$258,916	\$11,029	4.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$247,887	\$258,916	\$11,029	4.4 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$247,887	\$258,916	\$11,029	4.4 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$247,887	\$258,916	\$11,029	4.4 %
Mayor's Listed Positions:				
Permanent	3.00	3.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	3.00	3.00	0.00	0.0 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	3.00	3.00	0.00	0.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: LLB - Law Library

Financial Data:

The Law Library's proposed \$258,916 operating budget for 1996-97 is \$11,029 or 4.4 percent more than the original 1995-96 budget of \$247,887. The net increase from the revised 1995-96 budget to the 1996-97 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
<u>General Fund</u>			
Law Library Services	<u>\$247,887</u>	<u>\$247,887</u>	<u>\$258,916</u>
Total	<u>\$247,887</u>	<u>\$247,887</u>	<u>\$258,916</u>

Department Personnel Changes:

None

Comment:

In accordance with the request of the Budget Committee, the Law Library has submitted its non-General Fund budget. This 1996-97 non-General Fund budget, includes filing and miscellaneous revenues projected at \$1,040,427, an increase of \$122,159 or 13.3 percent from the \$918,268 for 1995-96. Expenses for 1996-97 are budgeted at \$1,051,858, an increase of \$70,301 or 7.2 percent from \$981,557 of 1995-96.

Recommendations:

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: AGW County Agriculture

Budget Volume: 1
Budget Page: 31

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$165,544	\$153,534	(\$12,010)	-7.3 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	628,650	835,600	206,950	32.9
Supplemental Appropriations				-
Total Sources	\$794,194	\$989,134	\$194,940	24.5 %
Mayor's Expenditure Amounts:				
Operating Expenditures	794,194	989,134	194,940	24.5 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$794,194	\$989,134	\$194,940	24.5 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$794,194	\$989,134	\$194,940	24.5 %
Mayor's Listed Positions:				
Permanent	13.00	15.48	2.48	19.1 %
Temporary				-
Work Order				-
Salary Savings		(0.41)	(0.41)	-
Project Positions				-
Subtotal, Mayor's Budget	13.00	15.07	2.07	15.9 %
Adjustments (FTE):				
Overtime	0.03	0.03	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments	(0.34)		0.34	-100.0
Total FTE	12.69	15.10	2.41	19.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **AGW - County Agriculture-Weights and Measures**

Financial Data:

The County Agriculture Weights and Measures Department's proposed \$989,134 budget for FY 1996-97 is \$194,940 or 24.5 percent more than the original FY 1995-96 budget of \$794,194. The net increase from the revised FY 1995-96 budget to the FY 1996-97 proposed budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Agriculture Weights and Measures Inspection	\$635,097	\$635,097	\$821,493
Farmers Market	<u>159,097</u>	<u>159,097</u>	<u>167,641</u>
Total	<u>\$794,194</u>	<u>\$794,194</u>	<u>\$989,134</u>

Department Revenue Changes:

The County Agriculture's projected departmental revenue amount of \$835,600 for FY 1996-97 is \$206,950 or 32.9 percent more than the projected revenue amount of \$628,650 for FY 1995-96. This increase in revenue reflects increases primarily in Farmers Market Fees and Other Public Safety Charges.

Department Personnel Changes

The County Agriculture/Weights and Measures Department is proposing to add one new (.75) 1652 Senior Accountant position, at a cost of \$33,737 and three (2.25) 9910 Public Service Trainee positions, at a cost of \$78,000, for a total cost of \$111,737.

County Agriculture is requesting the Public Service Trainee positions in order to expand its Quantity Control Program and Device Inspection Program services and to implement a new Pest Detection/Trapping Program to better address local needs regarding pest detection and control. According to County Agriculture, with respect to the two existing programs, the Department is currently not meeting certain State mandated services nor providing an adequate level of service in certain program areas, due to a lack of staffing resources. County Agriculture anticipates that the cost for these requested positions would be substantially or totally off-set by increased revenues generated by fees charged in connection with the two expanded programs and, in the case of the new Pest Detection/Trapping Program, from State revenues.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: AGW - County Agriculture-Weights and Measures

Based on County Agriculture's described need to provide the services noted above, as well as the fact that the proposed positions would generate increased revenues to off set the cost of the positions, the Budget Analyst recommends that these 2.25 Public Service Trainee positions be approved, based on the anticipated revenues which have been certified by the Controller.

County Agriculture is requesting a new Senior Accountant position at a salary of \$33,737 because the Department currently has no accounting staff. According to County Agriculture, lower level accounting tasks are currently being handled by clerical staff out of class and the Assistant Agricultural Commissioner, who has no accounting experience, is responsible for the more complex accounting functions. County Agriculture maintains that, under these existing staffing resources, the Department's accounting capabilities for its existing programs are inadequate and will become even more inadequate with additional staff and expanded programs.

The Budget Analyst notes that County Agriculture has continuously managed its departmental operations without the benefit of an Accountant position. In the judgment of the Budget Analyst, County Agriculture has not adequately demonstrated need for a new Senior Accountant and has not demonstrated that the lack of a Senior Accountant has had a sufficient negative impact on its on-going financial and program operations. For example no prior loss of revenues or audit exceptions have been reported to the Budget Analyst. The Budget Analyst therefore, does not recommend approval of the Senior Accountant position, which the Budget Analyst believes has not been adequately justified.

Department Expenditures

County Agriculture is proposing to purchase a replacement truck at a cost of \$26,000. The existing truck is 9 years old and has approximately \$60,000 miles. According to County Agriculture this truck currently has difficulty climbing hills and is in need of major engine repair. The Budget Analyst commends approval of this truck.

Comment

The Mayor's budget provides for an increase of \$194,940. Our recommended reductions, which total \$42,458 will still allow an increase of \$152,482 or 19.2 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS.
1996-97

Department: AGW - County Agriculture - Weights and Measures

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>AG Weights and Measures Inspection (AOB)</u>								
42	001	Permanent Salaries - Misc.				\$545,741	\$512,004	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
45	001	Sr. Accountant	1652	.75	0	33,737	0	\$33,737
		The Budget Analyst notes that County Agriculture has continuously managed its departmental operations without the benefit of an Accountant position. In the judgment of the Budget Analyst, County Agriculture has not adequately demonstrated need for a new Senior Accountant and has not demonstrated that the lack of a Senior Accountant has had a sufficient negative impact on its on-going financial and program operations. For example no prior loss of revenues or audit exceptions have been reported to the Budget Analyst. The Budget Analyst therefore, does not recommend approval of the Senior Accountant position, which the Budget Analyst believes has not been adequately justified.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: AGW - County Agriculture - Weights and Measures

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits				\$141,079	\$132,358	\$8,721
	Corresponds to reduction in salaries.						

Total Recommended Reductions

\$42,458

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CME Medical Examiner / Coroner

Budget Volume: 1
Budget Page: 61

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$3,164,673	\$3,049,613	(\$115,060)	-3.6 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	175,000	175,000	0	
Supplemental Appropriations	114,799		(114,799)	-100.0
Total Sources	\$3,454,472	\$3,224,613	(\$229,859)	-6.7 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$2,844,673	\$3,224,613	\$379,940	13.4 %
Fac. Maint. / Capital Imp.	495,000		(495,000)	-100.0
Subtotal - Mayor's Budget	\$3,339,673	\$3,224,613	(\$115,060)	-3.4 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations	114,799		(114,799)	-100.0
Total Uses	\$3,454,472	\$3,224,613	(\$229,859)	-6.7 %
Mayor's Listed Positions:				
Permanent	34.00	37.26	3.26	9.6 %
Temporary		1.54	1.54	-
Work Order				-
Salary Savings	(1.00)	(1.56)	(0.56)	56.0
Project Positions				-
Subtotal, Mayor's Budget	33.00	37.24	4.24	12.8 %
Adjustments (FTE):				
Overtime	0.24	0.46	0.22	91.7 %
Temporary	0.79		(0.79)	-100.0
Supplemental Appropriations	2.90		(2.90)	-100.0
Other Adjustments				-
Total FTE	36.93	37.70	0.77	2.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CME - Medical Examiner/Coroner

Financial Data:

The Medical Examiner/Coroner's proposed \$3,224,613 operating budget for FY 1996-97 is \$379,940 or 13.4 percent more than the original FY 1995-96 operating budget of \$2,844,673. The net increase from the revised FY 1995-96 operating budget to the FY 1996-97 budget is \$355,191 or 12.4 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year 1996-97
	Original	Revised	
Medical/Examiner/Coroner	\$2,844,673	\$2,869,422	\$3,224,613
Facilities Maint/Capitol Impr.	<u>495,000</u>	<u>495,000</u>	<u>0</u>
Total	<u>\$3,339,673</u>	<u>\$3,364,422</u>	<u>\$3,224,613</u>

Department Revenue changes:

The Medical Examiner's projected revenue amount of \$175,000 for FY 1996-97 is the same as the projected revenue amount of \$175,000 for FY 1995-96.

Department Personnel Changes:

Of the total \$379,940 increase in the budget, increases in Permanent Salaries represents \$253,534. The \$253,534 reflects: (1) the addition of one (.75) new 1440 Medical Transcriber Typist position, at a cost of \$25,099, (2) three (2.90) new 2580 Coroner's Investigator positions, which were previously approved through a supplemental appropriation by the Board of Supervisors, at a cost of \$136,610, (3) and \$91,825 in salary step and other adjustments. According to the Medical Examiner, the additional Medical Transcriber Typist position was not requested by the Department and was incorrectly added to the budget. Additionally, Temporary Salaries have been increased by \$48,000. Temporary Salaries are used to pay for temporary staff to cover Coroner Investigator's shifts, as needed, when Coroner Investigators take time off for vacations, holidays, and sick leave. The Medical Examiner reports that Coroner Investigators are on duty 24 hours a day, seven days a week, and when an investigator takes time off, they have to be replaced in order to have adequate staffing. The Medical Examiner advises that there is a need to increase Temporary Salaries because the Medical Examiner will no longer be contracting out the body removal services which means that more Coroner Investigator time will be required to maintain an adequate level of services in this area.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: CME - Medical Examiner/Coroner

Departmental Expenditures

The Medical Examiner is proposing to purchase a replacement van, at a cost of \$31,000. The existing van is eleven years old and has 60,000 miles. According to the Medical Examiner, this van has required frequent repairs and is currently in need of major engine and transmission work. The Budget Analyst recommends approval of this van.

Comment

The Mayor's budget provides for an increase of \$379,940. Our recommended reductions, which total \$5,763, will still allow an increase of \$374,177 or 13.2 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS -
1996-97

Department: CME - Medical Examiner/Coroner

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>Coroner - Administration (ASG)</u>								
71	001	Permanent Salaries - Misc.				\$411,354	\$406,690	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
77	001	Medical Transcriber Typist	1440N	.75	0	25,099	0	\$25,099
77	001	Medical Transcriber Typist	1440A	4.00	4.00	127,760	148,195	(20,435)
		To delete one position which was incorrectly added to the proposed 1996-97 budget and to correct the salary amount budgeted for existing positions.						
71	013	Mandatory Fringe Benefits				96,933	95,834	1,099
		Corresponds to reduction in salaries.						
71	022	Training				18,700	18,700	*
		* Reserve pending cost details for this expenditure.						
Total Recommended Reductions								\$5,763
Total Recommended Reserves								\$18,700

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ANC Animal Care & Control

Budget Volume: 1
Budget Page: 47

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,835,953	\$2,027,333	\$191,380	10.4 %
Other Department Revenue			-	-
Recoveries			-	-
Revenue Transfers			-	-
Dept. General Fund Revenue	211,500	188,000	(23,500)	-11.1
Supplemental Appropriations			-	-
Total Sources	<u>\$2,047,453</u>	<u>\$2,215,333</u>	<u>\$167,880</u>	<u>8.2 %</u>
Mayor's Expenditure Amounts:				
Operating Expenditures	\$2,044,403	\$2,205,333	\$160,930	7.9 %
Fac. Maint. / Capital Imp.	3,050	10,000	6,950	227.9
Subtotal - Mayor's Budget	<u>\$2,047,453</u>	<u>\$2,215,333</u>	<u>\$167,880</u>	<u>8.2 %</u>
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	<u>\$2,047,453</u>	<u>\$2,215,333</u>	<u>\$167,880</u>	<u>8.2 %</u>
Mayor's Listed Positions:				
Permanent	38.00	38.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings	(1.00)	(1.00)	0.00	0.0
Project Positions				-
Subtotal, Mayor's Budget	<u>37.00</u>	<u>37.00</u>	<u>0.00</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime	0.56	0.53	(0.03)	-5.4 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	<u>37.56</u>	<u>37.53</u>	<u>(0.03)</u>	<u>-0.1 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ANC - Animal Care and Control

Financial Data:

The Animal Care and Control's proposed \$2,205,333 budget for FY 1996-97 is \$160,930 or 7.9 percent more than the original FY 1995-96 budget of \$2,044,403. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$121,291 or 5.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Animal Care and Control	<u>\$2,044,403</u>	<u>\$2,084,042</u>	<u>\$2,205,333</u>
Total	<u>\$2,044,403</u>	<u>\$2,084,042</u>	<u>\$2,205,333</u>

Department Revenue and Fee Changes:

The Animal Care and Control Department is responsible for San Francisco's stray, injured, abandoned, neglected, and mistreated animals, as well as for the enforcement of all state and local animal control and welfare laws. The Department charges fees for issuing cat and dog licenses and for adopting animals from the Animal Shelter. The Department's proposed budget includes projected revenues of \$188,000, which is 11.1 percent less than the amount of revenues projected in the FY 1995-96 budget. The Department attributes the decrease in projected revenues to a reduction in the number of animals that are projected to be adopted in FY 1996-97.

Department Expenditure Changes by Program

Of the proposed total increase of \$160,930, an increase of \$36,659 in FY 1995-96 Cost of Living increases, \$46,753 in Salary Step Adjustments, and \$31,272 in related Mandatory Fringe Benefit costs, and an increase of \$35,243 in Services for Other Departments account for a 93.2 percent increase of the total budget.

Department Personnel Changes:

There is a net reduction in the FTE court of .03.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ANC - Animal Care and Control

Comments

1. As part of our April 1995 Management Audit of the Tax Collector's Office, we recommended that Animal Licensing be performed by the Department of Animal Care and Control rather than the Tax Collector's Office. This reorganization would require the deletion of one position from the Tax Collector's License Division, and an increase in the Department of Animal Care and Control's budget of one permanent and one temporary employee. We estimated that implementation of the reorganization, in combination with an increase in dog license fees commensurate with Bay Area jurisdictions, would result in increased annual revenue of \$294,145.

Both the Tax Collector's Office and the Department of Animal Care and Control expressed support for this recommended reorganization. However, the proposed FY 1996-97 budget does not reflect this recommended reorganization. The Tax Collector, the Department of Animal Care and Control, and the Mayor's Office are currently discussing the implementation of the recommended reorganization. During FY 1996-97, the Department of Animal Care and Control will collaborate with the Tax Collector to automate the dog licensing renewal process.

2. The Mayor's budget provides for an increase of \$160,930. Our recommended reductions, which total \$8,895 will still allow an increase of \$152,035 or 7.4 % in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS.
1996-97

Department: ANC - Animal Care & Control

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Animal Welfare (AUA)</u>								
53	035	Other Current Expenditures				\$112,150	\$104,177	\$7,973
		Reduce to reflect actual need for FY 1996-97 based upon justification provided by the Department.						
54	040	Materials & Supplies				108,589	107,667	922
		Reduce to reflect actual need for FY 1996-97 based upon justification provided by the Department.						
Total Recommended Reductions								\$8,895

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PAG Public Administrator/Guardian

Budget Volume: 1
Budget Page: 293

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$694,390	\$972,286	\$277,896	40.0 %
Other Department Revenue	629,624	520,000	(109,624)	-17.4
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	1,500,000	1,490,000	(10,000)	-0.7
Supplemental Appropriations				-
Total Sources	\$2,824,014	\$2,982,286	\$158,272	5.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$2,509,202	\$2,722,286	\$213,084	8.5 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$2,509,202</u>	<u>\$2,722,286</u>	<u>\$213,084</u>	8.5 %
Transferred Expenses	\$314,812	\$260,000	(\$54,812)	-17.4 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$2,824,014	\$2,982,286	\$158,272	5.6 %
Mayor's Listed Positions:				
Permanent	42.00	43.50	1.50	3.6 %
Temporary				-
Work Order				-
Salary Savings	(2.00)	(2.03)	(0.03)	1.5
Project Positions			0.00	-
Subtotal, Mayor's Budget	<u>40.00</u>	<u>41.47</u>	<u>1.47</u>	3.7 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	40.00	41.47	1.47	3.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PAG - Public Administrator/Guardian**

Financial Data:

The Public Administrator/Guardian's proposed \$2,722,286 budget for FY 1996-97 is \$213,084 or 8.5 percent more than the original FY 1995-96 budget of \$2,509,202. The net increase from the revised 1995-96 budget to the proposed FY 1996-97 budget is identical to that of the original budget.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year 1996-97
	Original	Revised	
Public Administration	\$2,307,917	\$2,307,917	\$2,513,705
County Veteran Service Office	<u>201,285</u>	<u>201,285</u>	<u>208,581</u>
Total	\$2,509,202	\$2,509,202	\$2,722,286

Department Revenue and Fee Changes:

The Public Administrator/Guardian's projected revenue amount of \$2,010,000 for 1996-97 represents a decrease of \$119,624 or 5.6 percent from the projected revenue amount of \$2,129,624 for 1995-96.

Department Personnel Changes:

The Public Administrator/Guardian is proposing to add one (.75) 8178 Senior Attorney position, at a cost of \$62,964 (excluding fringe benefits) and one (.75) 2920 Medical Social Worker position, at a cost of \$42,540 (excluding fringe benefits), for a total of \$105,504 to staff a new program component, which would provide conservatorship services to developmentally disabled adult persons. The Public Administrator/Guardian advises that, until recently, adult persons who were developmentally disabled were often cared for in State institutions and the life expectancy of these persons was limited. According to the Public Administrator/Guardian, the closure of most of the State institutions and the movement toward maintaining these persons in the community, along with advances in medical care for this population has resulted in an increase of developmentally disabled adults living in San Francisco. The Public Administrator/Guardian advises that according to the Golden Gate Regional Center (GGRC), the State-funded agency that provides client services and advocacy for the Bay Area's developmentally disabled population, there are over 2,000 developmentally disabled adults living in San Francisco. Based on the representations provided to the Budget Analyst, we recommend approval of these two new positions.

The above noted increase of \$105,504 represents 63.4 percent of the total increase of \$166,502 in Permanent Salaries. The balance of \$60,998 represents salary step increases and other adjustments. The corresponding increase in Management Fringe Benefits is \$38,698.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PAG - Public Administrator/Guardian

According to the Public Administrator/Guardian, the proposed Senior Attorney would have a caseload of approximately 130 clients consisting of 60 developmentally disabled adult, 40 AIDS clients (Laguna Honda), 20 geriatric patients (DPH, Mental Health) and 10 geriatric patients (San Francisco General Hospital). The proposed Medical Social Worker position would have a caseload of approximately 60 developmentally disabled adults plus any patients with dementia or other brain disorders which are placed in Laguna Honda's secured unit.

The Public Administrator/Guardian advises that the Department coordinated the creation of the proposed new program component with the City Attorneys Office, the Department of Social Services and the GGRC.

commendation

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: DAT District Attorney

Budget Volume: 1
Budget Page: 135

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$16,243,347	\$16,563,968	\$320,621	2.0 %
Other Department Revenue	1,836,381	1,702,266	(134,115)	-7.3
Recoveries	1,865,068	1,853,506	(11,562)	-0.6
Revenue Transfers		1	1	-
Dept. General Fund Revenue	11,750,688	12,454,728	704,040	6.0
Supplemental Appropriations				-
Total Sources	\$31,695,484	\$32,574,469	\$878,985	2.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$28,891,850	\$29,783,018	\$891,168	3.1 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$28,891,850	\$29,783,018	\$891,168	3.1 %
Transferred Expenses	\$938,566	\$937,945	(\$621)	-0.1 %
Recoveries	1,865,068	1,853,506	(11,562)	-0.6
Supplemental Appropriations				-
Total Uses	\$31,695,484	\$32,574,469	\$878,985	2.8 %
Mayor's Listed Positions:				
Permanent	348.50	344.86	(3.64)	-1.0 %
Temporary				-
Work Order	22.00	20.50	(1.50)	-6.8
Salary Savings	(10.00)	(11.79)	(1.79)	17.9
Project Positions	(5.00)		5.00	-100.0
Subtotal, Mayor's Budget	355.50	353.57	(1.93)	-0.5 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Project Positions	(0.45)		0.45	-100.0
Other Adjustments				-
Total FTE	355.05	353.57	(1.48)	-0.4 %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97**

Department: **DAT - District Attorney**

Financial Data:

The District Attorney's proposed \$29,783,018 budget for FY 1996-97 is \$891,168 or 3.1 percent more than the original FY 1995-96 budget of \$28,891,850. The net increase from the revised FY 1995-96 budget is \$875,676 or 3.0 percent.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Mayor's Recommended</u>
AIA Felony Prosecution	\$10,619,957	\$10,635,449	\$10,984,334
AID Career Criminal Prosecution	523,447	523,447	639,868
AIE Work Orders & Grants	3,701,449	3,701,449	3,540,281
AIF Misdemeanor Prosecution	1,416,960	1,416,960	1,430,816
AIG IPP/Subpoena Program	253,504	253,504	258,063
AIH Child Abduction	303,796	303,796	313,696
AII Support Services	1,820,194	1,820,194	1,904,881
AIJ Family Violence Program	498,384	498,384	435,275
ASI Administration - Criminal & Civil	578,588	578,588	581,546
CAF Family Support Program	<u>11,979,205</u>	<u>11,979,205</u>	<u>12,485,709</u>
Total All Programs	\$31,695,484	\$31,710,976	\$32,574,469
Less: Recoveries	(1,865,068)	(1,865,068)	(1,853,506)
Transferred Expenses	(938,566)	(938,566)	(937,945)
Net Departmental Budget	\$28,891,850	\$28,907,342	\$29,783,018

Departmental Personnel Changes:

The Mayor's proposed budget contains various changes in full time equivalent positions in grant programs, an increase in salary savings and other minor personnel changes which result in a net decrease of \$244,965 and 1.48 FTEs. No new positions are being requested.

As a result of the Zero-Base Budget Analysis which the Budget Analyst performed on the District Attorney's Office, which considered specific workloads within the Office, the District Attorney added and deleted specific position classifications. In order to avoid any layoffs and demotions, the Budget Analyst recommended that these changes be implemented through normal attrition. Since these recommendations were made, one 8180 Principal Attorney and one 8146 District Attorney's Investigator have been deleted from the budget by the District Attorney. The remaining recommendations, made by the Budget Analyst in the Zero-Base Budget Analysis, which have not yet been implemented, are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DAT - District Attorney

<u>Classification</u>	<u>Name</u>	<u>No. of Positions</u>	<u>Salary At Top Step</u>
<u>Delete</u>			
8181	Asst. Chief Attorney I	(1)	\$113,117
8182	Head Attorney	(6)	107,741
8180	Principal Attorney	(13)	100,120
8178	Senior Attorney	(1)	82,346
<u>Add</u>			
8176	Trial Attorney	5	69,426
8174	Attorney	12	58,516

Currently the District Attorney's Office has one vacant 8181 Asst. Chief Attorney I and one vacant 8182 Head Attorney, which have been requested to be reclassified to 8174 Attorney positions. There would be no adverse impact on incumbents. Therefore, the Budget Analyst is recommending approval of the reclassification to 8174 Attorney positions.

In the FY 1995-96 budget, the District Attorney used a District Attorney's Investigator position to fulfill public relations activities. The Budget Analyst has continuously recommended against the use of an Investigator position for public relations duties. However, in the FY 1996-97 budget, the District Attorney has one vacant 8146 District Attorney's Investigator position, which is currently being filled on a temporary basis at the lower classification of 1314 Public Relations Officer. The District Attorney has requested the Human Resources Department to reclassify the Investigator position downward to the lower level of 1314 Public Relations Officer. The Budget Analyst recommends approval of this position at the lower level and is recommending that funding for this 8146 District Attorney's Investigator position be reduced to the actual amount required for the incumbent in this position.

Comments

1. Funding for the Family Support Program increased by \$506,504 due to the effect of MOU adjustments and the annualization of 29 positions which were approved for only ten months during Fiscal Year 1995-96. This accounts for 56.8 percent of the \$891,168 increase in the budget. The remaining \$384,664 or 43.2 percent increase results primarily from \$193,000 for Judgments and Claims which was previously budgeted in the in the General City Responsibility budget, and new replacement vehicles and computer equipment totalling \$223,500.

2. The District Attorney has filled positions at lower steps and at lower position classifications than budgeted in order to achieve additional salary savings, which were budgeted for 10.0 FTEs in Fiscal Year 1995-96 and 11.79 FTEs in the Fiscal Year 1996-97 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DAT - District Attorney

3. The Mayor's budget provides for an increase of \$891,168. Our recommended reductions, which total \$130,974 will still allow an increase of \$760,194 or 2.6% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: DAT - District Attorney

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>Prosecution (AIA)</u>							
001	Permanent Salaries - Misc.				\$8,027,934	\$7,919,560	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Assistant Chief Atty. I -	8181	4	3	461,249	345,937	\$115,312
001	Head Attorney	8182	11	10	1,207,880	1,098,073	109,807
001	Attorney	8174	0	2	0	117,554	(117,554)
	To effect the downward reclassification of two vacant positions consistent with the budget Analyst's Zero-Base budget recommendations.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DAT - District Attorney

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
193	001	District Atty's Investigator	8146	10	9	\$491,881	\$437,228	\$54,653
193	001	Public Relations Officer	1314	0	1	0	53,844	(\$53,844)

To reduce funding for one position being reclassified to a lower classification. In the FY 1995-96 budget, the District Attorney used a District Attorney's Investigator position to fulfill public relations activities. The Budget Analyst has continuously recommended against the use of an Investigator position for public relations duties. However, in the FY 1996-97 budget, the District Attorney has one vacant 8146 District Attorney's Investigator position, which is currently being filled on a temporary basis at the lower classification of 1314 Public Relations Officer. The District Attorney has requested the Human Resources Department to reclassify the Investigator position downward to the lower level of 1314 Public Relations Officer. The Budget Analyst recommends approval of this position at the lower level.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: DAT - District Attorney

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				\$1,488,813	\$1,468,713	\$20,100
021	Travel Reduce to 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.				9,000	6,500	2,500
060	Equipment Purchase The recommended reduction in equipment is the total of the following specific recommendations.				223,500	180,900	*
060	Vehicle Police Equipped	DA004N	1	0	24,000	0	24,000
060	Vehicle police Equipped	DA004R	0	1	0	24,000	(24,000)
	To approve one replacement vehicle instead of the new vehicle requested in the Mayor's budget.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DAT - District Attorney

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
208	060	Computers	DA004N	52	52	\$114,400	\$114,400	*
208	060	Printers	DA005N	10	10	8,500	8,500	*
208	060	Computer Hardware & Software	DA008N	1	0	18,600	18,600	*

* Pending EIPSC
recommendation, reserve the
amount of \$141,500.

Total Recommended Reductions	<u>\$130,974</u>
Total Recommended Reserves	\$141,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PDR Public Defender

Budget Volume: 1
Budget Page: 309

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$9,230,398	\$9,539,195	\$308,797	3.3 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	<u>\$9,230,398</u>	<u>\$9,539,195</u>	<u>\$308,797</u>	<u>3.3 %</u>
Mayor's Expenditure Amounts:				
Operating Expenditures	\$9,230,398	\$9,539,195	\$308,797	3.3 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$9,230,398</u>	<u>\$9,539,195</u>	<u>\$308,797</u>	<u>3.3 %</u>
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	<u>\$9,230,398</u>	<u>\$9,539,195</u>	<u>\$308,797</u>	<u>3.3 %</u>
Mayor's Listed Positions:				
Permanent	105.00	105.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings	(6.00)	(5.80)	0.20	-3.3
Project Positions				-
Subtotal, Mayor's Budget	<u>99.00</u>	<u>99.20</u>	<u>0.20</u>	<u>0.2 %</u>
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	<u>99.00</u>	<u>99.20</u>	<u>0.20</u>	<u>0.2 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PDR - Public Defender**

Financial Data:

The Public Defender's proposed \$9,539,195 budget for FY 1996-97 is \$308,797 or 3.3 percent more than the original FY 1995-96 budget of \$9,230,398. The net increase from the revised FY 1995-96 budget is the same.

Summary of Budgeted Activities:

<u>Program</u>		<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
		<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
AIB	Criminal and Special Defense	\$9,230,398	\$9,230,398	\$9,539,195
	TOTAL	<u>\$9,230,398</u>	<u>\$9,230,398</u>	<u>\$9,539,195</u>

Department Personnel Changes:

There are no changes in Department's personnel count other than a slight reduction in salary savings which will add .20 FTEs to the department's total.

Department Expenditures:

Other than the acquisition of ten new personal computers, there are no major changes in the Department's planned expenditures.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: SHF Sheriff

Budget Volume: II
Budget Page: 455

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$55,969,455	\$60,328,352	\$4,358,897	7.8 %
Other Department Revenue	1,623,698	1,514,803	(108,895)	-6.7
Recoveries	624,759	492,150	(132,609)	-21.2
Revenue Transfers				-
Dept. General Fund Revenue	894,000	940,500	46,500	5.2
Supplemental Appropriations				-
Total Sources	\$59,111,912	\$63,275,805	\$4,163,893	7.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$58,219,703	\$61,954,655	\$3,734,952	6.4 %
Fac. Maint. / Capital Imp.	51,450	634,000	582,550	1132.3
Subtotal - Mayor's Budget	\$58,271,153	\$62,588,655	\$4,317,502	7.4 %
Transferred Expenses	\$216,000	\$195,000	(\$21,000)	-9.7 %
Recoveries	624,759	492,150	(132,609)	-21.2
Supplemental Appropriations				-
Total Uses	\$59,111,912	\$63,275,805	\$4,163,893	7.0 %
Mayor's Listed Positions:				
Permanent	776.00	826.57	50.57	6.5 %
Temporary	6.00	6.00	0.00	0.0
Work Order	1.00	1.00	0.00	0.0
Salary Savings	(56.00)	(55.86)	0.14	-0.3
Project Positions				-
Subtotal, Mayor's Budget	727.00	777.71	50.71	7.0 %
Adjustments (FTE):				
Overtime	19.95	19.45	(0.50)	-2.5 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	746.95	797.16	50.21	6.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: SHF - Sheriff

Financial Data:

The Sheriff's proposed \$61,954,655 budget for FY 1996-97 is \$3,734,952 or 6.4 percent more than the original FY 1995-96 budget of \$58,219,703. The net increase from the revised FY 1995-96 budget to the FY 1996-97 budget is \$3,181,703 or 5.4 percent.

Summary of Budgeted Activities:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
AKD Besk Case	\$2,046,544	\$2,046,544	\$2,176,028
AKH Jail Programs	448,606	630,109	701,458
AKI Grant Services	931,284	1,283,812	532,318
AKJ Work Order Services	624,759	624,759	492,150
AKL Alternative Programs	4,241,448	4,241,448	4,442,543
AKM Hall of Justice Jails	11,738,065	11,757,283	13,834,792
AKN County Jail 8 & 9	12,983,538	12,983,538	12,595,556
AKO San Bruno Jails	9,190,295	9,190,295	10,874,850
AKP Jail Services	6,116,597	6,116,597	4,976,573
AMC Court Security and Process	5,423,750	5,423,750	5,701,757
AMG Civil Enforcement	1,754,550	1,754,550	1,898,968
ASB Sheriff Administration	899,674	899,674	942,497
ASL Departmental Services	<u>2,712,802</u>	<u>2,712,802</u>	<u>4,106,315</u>
Subtotals	\$59,111,912	\$59,665,161	\$63,275,805
Less:			
Work Order Recoveries	624,759	624,759	492,150
Transfers	216,000	216,000	195,000
Fac. Maint / Capital Improv.	51,450	51,450	634,000
Total	\$58,219,703	\$58,772,952	\$61,954,655

Department Revenue Changes:

Department revenues are budgeted to decrease by approximately \$615,000 in 1996-97 primarily due to termination of a State grant for the Sisters in Sober Treatment Program (SISTERS) which is due to terminate on October 1, 1996. The Department proposes continuing the program on a scaled down basis with General Fund support after that date.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: SHE - Sheriff

Department Personnel Changes:

The Department is proposing an increase of 50.71 positions for 1996-97. These new positions break down as follows:

New Central Warrant Bureau (function transferred from SFPD)	7.75
New Prisoner Transfer function (function transferred from SFPD)	23.75
Upgrades for Deputy Sheriff I positions to Deputy Sheriff	15.50
Various administrative and department services	2.00
Transporting inmates to medical appointments	2.00
General Fund support for previously State funded SISTERS program	.75
Adjustments to salary savings, substitutions	(1.04)

TOTAL	50.71
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The FTE increase is further adjusted by a reduction in overtime of .5, resulting in a final FTE change of 21. New functions assigned to the Sheriff in 1996-97 will include the Central Warrants Bureau and prisoner transfer from district police stations. Both of these functions will reportedly be performed with other staff at the Sheriff's Department than was the case at the Police Department and will allow for police officers to return to patrol duty rather than performing these more administrative tasks.

Department Expenditures:

The Department is proposing increased expenditures for new positions, as detailed above. Together with step increases, personal services costs would increase by approximately \$1.6 million under the proposed budget. Other increases are proposed for materials and supplies to cover increased costs of food for inmates and staff, and new supplies needed for the new Central booking jail. A number of facility improvements and new equipment are proposed for the jail facilities including kitchen equipment replacement, two way radios for deputies, computer equipment, and some new vehicles. Finally, as mentioned above, part of the costs of the Sisters in Sobriety Treatment Program (SISTERS) is proposed for partial year funding as its State grant will be terminating in October, 1996. The new central booking facility adjacent to the Hall of Justice is scheduled to open this fiscal year. Staff are already in place for that facility and are receiving training prior to its opening.

Comments:

Our recommended reductions amount to \$1,099,413, which still allows for an increase of \$635,539 over the 1995-96 budget, an increase of 4.5 percent. We recommend approval of all new positions for the Central Warrant Bureau and prisoner transfer functions, formerly located in the Police Department, and a new part-time Gardener for the San Bruno compound. We also recommend most requested new equipment and materials and supplies to both begin operations of the new programs and to improve operations of existing programs and facilities.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: SHF - Sheriff

Page	Position/ Equipment			Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
County Jail 8 & 9 (AKN)								
515	001	Permanent Salaries				\$7,659,645	\$7,416,684	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
535	001	Deputy Sheriff I	8302	52	45.5	1,677,609	1,469,448	\$208,161
		The Sheriff has requested 6.5 new 8304 Deputy Sheriff positions which would be filled by the lower level 8302 Deputy Sheriff I positions who have been on the job for 18 months and are eligible for promotion to the higher level 8304 Deputy Sheriff position. The concept of the Deputy Sheriff I entry level program started two years ago and was recommended by the Budget Analyst in a Zero-Based Budget Analysis in order that 8302 Deputy Sheriff I positions promote up and replace 8304 Deputy Sheriffs whose positions have become vacant through attrition. This entry level concept was never intended to result in the creation of additional 8304 Deputy Sheriff positions as in this case if the 6.5 new 8304 Deputy Sheriff positions being requested are approved. The establishment of the entry level 8302 Deputy Sheriff I position was approved by the Budget Committee and the full Board of Supervisors in order to achieve a savings during the 18-month period that the new employees filled the lower level 8302 Deputy Sheriff I positions. However, because the Sheriff now reports that there aren't sufficient vacant 8304 Deputy Sheriff positions to accommodate all 8302 Deputy Sheriff I's eligible for promotion, we recommend reducing funding for a corresponding 6.5 entry level 8302 Deputy Sheriff I positions in order to keep the position count equal to 1995-96 except for increases related to new programs. Our recommendation would not result in any layoffs or demotions. We have recommended approval of 32.75 new positions for the Sheriff's Department. If the 6.5 requested new higher level 8304 Deputy Sheriff positions are approved without eliminating corresponding monies for 8302 Deputy Sheriff I positions, the savings concept, as originally intended by the Budget Committee of the Board of Supervisors, would not be carried out.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **SHF - Sheriff**

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>	
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>		<u>To</u>
001	Salary Savings		9993M			(\$1,004,985)	(\$1,039,785)	\$34,800
	Returns salary savings to 1995-96 level.							
009	Premium Pay					145,978	129,303	16,675
	Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.							
013	Mandatory Fringe Benefits					2,233,228	2,165,199	68,029
	Corresponds to reduction in salaries.							

Bruno Jails (AKO)

001	Permanent Salaries					5,415,446	5,127,224	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **SHF - Sheriff**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/</u> <u>Equipment</u>			<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
536	001	Deputy Sheriff I	8320	28.99	19.99			\$935,359	\$647,137	\$288,222

The Sheriff has requested 9 new 8304 Deputy Sheriff positions which would be filled by the lower level 8302 Deputy Sheriff I positions who have been on the job for 18 months and are eligible for promotion to the higher level 8304 Deputy Sheriff position. The concept of the Deputy Sheriff I entry level program started two years ago and was recommended by the Budget Analyst in a Zero-Based Budget Analysis in order that 8302 Deputy Sheriff I positions promote up and replace 8304 Deputy Sheriffs whose positions have become vacant through attrition. This entry level concept was never intended to result in the creation of additional 8304 Deputy Sheriff positions as in this case if the 9 new 8304 Deputy Sheriff positions being requested are approved. The establishment of the entry level 8302 Deputy Sheriff I position was approved by the Budget Committee and the full Board of Supervisors in order to achieve a savings during the 18-month period that the new employees filled the lower level 8302 Deputy Sheriff I positions. However, because the Sheriff now reports that there aren't sufficient vacant 8304 Deputy Sheriff positions to accommodate all 8302 Deputy Sheriff I's eligible for promotion, we recommend reducing funding for a corresponding 9 entry level 8302 Deputy Sheriff I positions in order to keep the position count equal to 1995-96 except for increases related to new programs. Our recommendation would not result in any layoffs or demotions. We have recommended approval of 32.75 new positions for the Sheriff's Department. If the 9 requested new higher level 8304 Deputy Sheriff positions are approved without eliminating corresponding monies for 8302 Deputy Sheriff I positions, the savings concept, as originally intended by the Budget Committee of the Board of Supervisors, would not be carried out.

517	013	Mandatory Fringe Benefits						1,708,205	1,630,495	77,710
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Corresponds to reductions in salaries

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: SHF - Sheriff

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	
040	Materials & Supplies				\$1,925,901	\$1,825,901	\$100,000
	Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						

Mental Services (ASL)

001	Permanent Salaries					1,541,129	1,418,362	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
001	Special Assistant XVI	1375	0.75	0		56,572	0	56,572
001	Senior Accountant	1652	0.75	0		32,466	0	32,466
001	Sheriff's Captain	8312	0.50	0		33,729	0	33,729

Redistribution of administrative
responsibilities would obviate the
need for a new Captain position.
A new Captain position has not
been adequately justified.
Accounting functions have not
changed sufficiently to justify a
new Senior Accountant position
(see below for Special Assistant).
We have recommended approval
of 32.75 new positions for the
Sheriff's Department.

013	Mandatory Fringe Benefits					460,784	427,637	33,147
	Corresponds to reduction in salaries.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **SHF - Sheriff**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Jail Programs (AKH)</u>								
497	001	Permanent Salaries				\$214,178	\$256,183	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
530	001	Criminal Justice Specialist	8452	0	0.75	0	42,005	(\$42,005)
		The Criminal Justice Specialist II was proposed for deletion to partially offset the new Special Assistant requested above to upgrade an existing position but the Special Assistant has a salary of \$56,572 which is \$14,567, or 35 percent more than the Criminal Justice Specialist II. Justification for a 35 percent salary level increase should first be determined and approved by the Department of Human Resources. Our recommendations reinstate the 0.75 Criminal Justice Specialist position.						
497	013	Mandatory Fringe Benefits				59,683	70,058	(10,375)
		Corresponds to addition in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: SHE - Sheriff

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>mental Services (ASL)</u>							
081	Services of Other Departments				\$946,917	\$846,917	\$100,000

On recommendation of the City's Risk Manager, reduce the expenses for Workers Compensation which is overbudgeted in the Department.

Case (AKD)

001	Permanent Salaries				1,474,934	1,395,026	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Deputy Sheriff	8304	2	0	79,908	0	79,908

The Department has not demonstrated that these two new Deputy Sheriff positions are necessary to comply with the Besk court settlement which mandated a certain level of recreation and support services for inmates at San Bruno jail. The positions are requested to transport prisoners to medical appointments. The problem appears to be one of vacant existing positions rather than a need for new positions. For example, at San Bruno jail, there are 15 vacant Deputy Sheriff positions. Some of these employees are on leave for health or disability reasons. Before adding new positions, the Department should fill vacancies. We have recommended approval of 32.75 new positions for the Sheriff's Department.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: SHF - Sheriff

Page			Position/ Equipment	Number		Amount		
No. Object	Account Title		Number	From	To	From	To	Savings
495 013	Mandatory Fringe Benefits					\$476,847	\$454,473	\$22,374
	Corresponds to reduction in salaries.							
Total Recommended Reductions								\$1,099,413

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ADP Adult Probation

Budget Volume: 1
Budget Page: 1

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$6,418,890	\$6,972,460	\$553,570	8.6 %
Other Department Revenue	186,979	1,318,979	1,132,000	605.4
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue	857,611	542,611	(315,000)	-36.7
Supplemental Appropriations				-
Total Sources	\$7,463,480	\$8,834,050	\$1,370,570	18.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$7,463,480	\$8,834,050	\$1,370,570	18.4 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$7,463,480	\$8,834,050	\$1,370,570	18.4 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$7,463,480	\$8,834,050	\$1,370,570	18.4 %
Mayor's Listed Positions:				
Permanent	127.00	129.60	2.60	2.0 %
Temporary	0.00	0.58	0.58	-
Work Order				-
Salary Savings	(10.00)	(10.31)	(0.31)	3.1
Project Positions				-
Subtotal, Mayor's Budget	117.00	119.87	2.87	2.5 %
Adjustments (FTE):				
Overtime	0.15	0.15	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	117.15	120.02	2.87	2.4 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **ADP - Adult Probation**

Financial Data:

Adult Probation's proposed \$8,834,050 budget for FY 1996-97 is \$1,370,570 or 18.4 percent more than the original FY 1995-96 budget of \$7,463,480. The net increase from the revised FY 1995-96 budget to the FY 1996-97 budget is \$760,657 or 9.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Adult Investigation	\$1,973,822	\$1,973,822	\$1,984,444
Adult Probation Community Services	3,558,707	3,558,707	3,715,693
Administration	<u>1,743,972</u>	<u>1,743,972</u>	<u>1,814,934</u>
Subtotal	\$7,276,501	\$7,276,501	\$7,515,071
Community Services Grant Fund	186,979	186,979	186,979
Administration Grant Fund	<u>0</u>	<u>609,913</u>	<u>1,132,000</u>
Total	<u>\$7,463,480</u>	<u>\$8,073,393</u>	<u>\$8,834,050</u>

Department Revenue Changes:

The Adult Probation Department's projected revenue amount of \$542,611 for 1996-97 represents a decrease of \$315,000 or 36.7 percent from the projected revenue amount of \$857,611 for 1995-96.

Department Personnel Changes:

Adult Probation is proposing to add three new grant funded positions as follows: two 8442 Senior Probation Officers (1.6 FTEs in 1996-97), at a cost of \$73,787 (excluding fringe benefits) and one (1.00) 1424 Clerk Typist, at a cost of \$27,408 for the San Francisco Criminal Justice Treatment Network for Women grant funded project, for a total cost of \$101,195 (excluding fringe benefits). The Network project grant was previously approved by the Board of Supervisors. The Network project is targeted to women in San Francisco who have substance abuse problems and are involved in the criminal justice system. The primary goal of the Network is to improve access to treatment, to improve treatment outcomes, to maintain community safety, and to reduce the cost of treatment. To achieve this objective, the Adult Probation Department plans to develop a series of initiatives including (1) interdisciplinary training for staff in the criminal justice, substance abuse treatment, supportive service, and child welfare systems, and (2) integration of planning and coordination between and among these systems to maximize existing resources and to facilitate access for users of these systems.

The above-noted increase of \$101,195 represents 89.2 percent of the total increase of \$113,460 in Permanent Salaries. The balance of \$12,265 represents other salary adjustments. The corresponding

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: ADP - Adult Probation

Mandatory Fringe Benefits is \$223,835. Additionally, Temporary Salaries have been increased in connection with the above-noted grant program by \$26,428.

Department Expenditure Increases

In addition to grant-funded increases associated with the above-noted personnel changes, the Adult Probation Department's budget reflects the following major increases totaling \$985,650: (1), \$57,752 for Professional and Specialized Services primarily for contracts with community-based organizations and grant project evaluation (grant funded), (2) \$52,160 for Equipment Purchase for purchase of data processing equipment, office equipment and furnishings (grant funded), (3) \$40,700 for Training (grant funded), (4) \$10,854 for Travel (grant funded), (5) \$49,572 for Administrative Overhead costs in connection with the grant project (grant funded), (6) \$13,848 for Materials and Supplies (grant funded), and (7) \$160,764 for Services of Other Departments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **ADP - Adult Probation**

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>

Program: ASH

23	027	Professional Specialized Services				\$657,757	\$657,757	*
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*Reserve \$392,752 of the \$657,752 pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. Of the remaining \$265,000, \$250,000 would be expended for an evaluation to be performed by UCSF and the remaining \$15,000 will be expended for marketing materials.

BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY

Department: FIR Fire

Budget Volume: 1
 Budget Page: 213

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$99,914,306	\$95,001,477	(\$4,912,829)	-4.9 %
Other Department Revenue	31,199,944	32,877,456	1,677,512	5.4
Recoveries	1,027,075	1,036,000	8,925	0.9
Revenue Transfers				-
Dept. General Fund Revenue	2,122,000	2,277,699	155,699	7.3
Supplemental Appropriations				-
Total Sources	\$134,263,325	\$131,192,632	(\$3,070,693)	-2.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$133,129,863	\$129,953,145	(\$3,176,718)	-2.4 %
Fac. Maint. / Capital Imp.	98,900	196,000	97,100	98.2
Subtotal - Mayor's Budget	\$133,228,763	\$130,149,145	(\$3,079,618)	-2.3 %
Transferred Expenses	\$7,487	\$7,487	\$0	0.0 %
Recoveries	1,027,075	1,036,000	8,925	0.9
Supplemental Appropriations				-
Total Uses	\$134,263,325	\$131,192,632	(\$3,070,693)	-2.3 %
Mayor's Listed Positions:				
Permanent	1,606.00	1,604.49	(1.51)	-0.1 %
Temporary	4.00	4.00	0.00	0.0
Work Order	13.00	11.60	(1.40)	-10.8
Salary Savings	(58.00)	(52.65)	5.35	-9.2
Project Positions				-
Subtotal, Mayor's Budget	1,565.00	1,567.44	2.44	0.2 %
Adjustments (FTE):				
Overtime	39.72	39.73	0.01	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,604.72	1,607.17	2.45	0.2 %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97**

Department: **FIR - Fire Department**

Financial Data:

The Mayor's proposed \$129,953,145 budget for FY 1996-97 is \$3,176,718 or 2.4 percent less than the original FY 1995-96 budget of \$133,129,863. The net decrease from the revised FY 1995-96 budget is identical to the original FY 1995-96 budget.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Mayor's Recommended</u>
AEA Fire Computer Aided Dispatch	\$0	\$0	\$508,785
AEB Fire Consent Decree	2,402,874	2,402,874	2,750,511
AEC Fire Suppression	106,213,522	106,264,033	102,053,615
AED Fire Prevention	3,874,263	3,874,263	3,965,965
AEE Fire Investigation	1,184,769	1,184,769	1,106,909
AEF Fire Support Services	3,518,666	3,518,666	3,430,584
AEG Fire Bureau of Training	1,387,465	1,387,465	1,306,343
AEH Fire Work Order	1,027,075	1,027,075	1,036,000
AEJ Fire Medical Training	683,096	683,096	898,284
AEL Fire Port Fireboat	1,227,584	1,227,584	1,165,015
AEM Fire Airport	6,210,360	6,159,849	5,813,441
ASF Administration- Fire Department	<u>6,533,651</u>	<u>6,533,651</u>	<u>7,157,180</u>
Total All Programs	\$134,263,325	\$134,263,325	\$131,192,632
Less: Recoveries	(1,027,075)	(1,027,075)	(1,036,000)
Transferred Expenses	(7,487)	(7,487)	(7,487)
Facilities Maintenance/ Capital Improvements	<u>(98,900)</u>	<u>(98,900)</u>	<u>(196,000)</u>
Net Departmental Budget	\$133,129,863	\$133,129,863	\$129,953,145

Due to reduced cost of retirement contributions, the requirement for Mandatory Fringe Benefits has been reduced by \$9.4 million in Fiscal Year 1996-97 from Fiscal Year 1995-96. Without this reduction in Mandatory Fringe Benefits the budget would have increased by \$6,223,282 or 4.7% over the original budget for Fiscal Year 1995-96.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: FIR - Fire Department

Departmental Budget Increases

The Mayor's proposed budget includes two new positions, the reclassifications and other position changes for a net increase of 2.45 positions as shown below:

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
<u>New Positions Requested</u>					
1232N	Training Officer	1.00	\$50,530	1.00	\$51,548
1371N	Special Assistant XII	<u>0.75</u>	<u>49,818</u>	<u>1.00</u>	<u>66,425</u>
	Subtotals	1.75	\$100,348	2.00	\$117,973
<u>Position Reclassifications Requested</u>					
H2A	Firefighter	(8.00)	(\$417,309)	(8.00)	(\$417,309)
H4N	Inspector, Bur of Fire Prev & Pub Safety	1.50	93,929	2.00	125,239
H10N	Chief's Operator	3.00	170,802	3.00	170,802
	Salary Savings Reduction	5.92	0	5.92	0
1649N	Accountant Intern	(1.16)	(37,633)	(1.16)	(39,480)
1652N	Senior Accountant	0.75	28,110	1.00	45,414
1654N	Principal Accountant	(1.07)	(48,593)	(1.07)	(59,066)
1824N	Principal Administrative Analyst	0.75	42,830	1.00	69,426
1244A	Senior Personnel Analyst	(1.00)	(54,208)	(1.00)	(59,691)
1233N	Affirmative Action Specialist	1.00	49,094	1.00	49,094
2230A	Physician Specialist	(0.45)	(43,738)	(0.45)	(43,738)
	Subtotal Reclassifications and Substitutions	1.24	(\$216,716)	2.24	(\$159,309)
	Salary Savings and Other Charges	(0.54)	0	(0.54)	0
Total Position Changes		2.45	(\$116,368)	3.70	(\$41,336)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **FIR - Fire Department**

The downward reclassification of the 1244A Senior Personnel Analyst to a 1233N Affirmative Action Specialist was approved in the interim budget. We recommend approval of the new 1232 Training Officer position and one of two requested H-4 Inspector, Bureau of Fire Prevention positions is recommended, based on representations of the Fire Chief that additional staff is critical to address the volume of documented Fire Code violations in the City. The upward reclassification of the 1649A Accountant Intern to a 1652N Senior Accountant is also recommended based on approval by HRD.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: **FIR - Fire Department**

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Equipment</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>Consent Decree (AEB)</u>							
001	Permanent Salaries - Misc.				\$563,336	\$554,914	*
	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
001	Training Officer	1232N	1	1	50,530	42,108	\$8,422
	To reduce funding during the interim budget period.						
013	Mandatory Fringe Benefits				174,368	171,768	2,600
	Corresponds to reduction in salaries.						

Appression (AEC)

002	Permanent Salaries - Uniform				74,216,981	74,202,644	*
	* The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **FIR - Fire Department**

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
272	002	Chief's Operator Firefighter	H-10 H-2	3 1016	0 1019	\$170,802 52,989,100	\$0 53,145,565	\$170,802 (156,465)
		To deny upward substitution of three Firefighter positions for Chief's Operator positions which have not been adequately justified. Approval would result in an annual salary increase of \$4,780 to \$56,934 annually or a 9.2% increase for each Firefighter. The Budget Analyst reconsidered all of his recommendations made in the prior week and as a result of new data provided by the Department, we have withdrawn our recommendations to reduce examination monies in the amount of \$64,000 and we have reinstated a .75 FTE Inspector for the Bureau of Fire Inspection. However we have not been provided with adequate documentation to support three new Chief's Operator positions.						
250	011	Overtime				1,719,702	1,674,022	45,680
		To reduce to FY 1995-96 expenditure rate adjusted for salary increases.						
250	013	Mandatory Fringe Benefits				12,065,271	12,053,284	11,987
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: FIR - Fire Department

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>	
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>		<u>To</u>
040	Materials and Supplies Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996- 97.					\$1,309,870	\$1,206,870	\$103,000
<u>Prevention (AED)</u>								
002	Permanent Salaries - Uniform * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.					1,776,359	1,729,395	*
002	Inspector, Bureau of Fire Prevention To approve one of two (.75 full- time equivalent) positions. The second position has not been adequately justified. Our prior recommendation was to deny both positions or 1.5 FTEs.	H-4	1.5	.75		93,929	46,965	46,964
013	Mandatory Fringe Benefits Corresponds to reduction in salaries.					600,868	584,982	15,886

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **FIR - Fire Department**

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Fire Support Services (AEF)</u>								
257	001	Permanent Salaries - Misc				\$358,647	\$308,829	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
281	001	Special Assistant XII	1371N	.75	0	49,818	0	\$49,818
		To deny new position which is requested to function as the Executive Assistant to the Chief of the Department, because there is no corresponding reduction of the staff who previously performed these administrative functions. The Budget Analyst reconsidered all of his recommendations made in the prior week and as a result of new data provided by the Department, we have withdrawn our recommendations to reduce examination monies in the amount of \$64,000 and we have reinstated a .75 FTE Inspector for the Bureau of Fire Inspection. However we have not been provided with adequate documentation to support a new Executive Assistant to the Chief.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: FIR - Fire Department

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
001	Principal Admin. Analyst	1824N	.75	0	\$42,830	\$0	\$42,830
001	Principal Accountant	1654A	0	1	0	42,830	(42,830)
	To disapprove upward reclassification which has not yet been approved by the Director of Human Resources.						
013	Mandatory Fringe Benefits				341,554	331,590	9,964
	Corresponds to reduction in salaries.						
Total Recommended Reductions							<hr/> \$308,658

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: POL Police

Budget Volume: 1
Budget Page: 319

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$182,864,732	\$170,683,761	(\$12,180,971)	-6.7 %
Other Department Revenue	27,474,000	30,084,581	2,610,581	9.5
Recoveries	1,651,743	1,538,322	(113,421)	-6.9
Revenue Transfers				-
Dept. General Fund Revenue	1,251,001	832,701	(418,300)	-33.4
Supplemental Appropriations	5,337,594		(5,337,594)	-100.0
Total Sources	\$218,579,070	\$203,139,365	(\$15,439,705)	-7.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$211,530,483	\$201,491,044	(\$10,039,439)	-4.7 %
Fac. Maint. / Capital Imp.	59,250	110,000	50,750	85.7
Subtotal - Mayor's Budget	\$211,589,733	\$201,601,044	(\$9,988,689)	-4.7 %
Transferred Expenses				- %
Recoveries	1,651,743	1,538,321	(113,422)	-6.9
Supplemental Appropriations	5,337,594		(5,337,594)	-100.0
Total Uses	\$218,579,070	\$203,139,365	(\$15,439,705)	-7.1 %
Mayor's Listed Positions:				
Permanent	2,517.00	2,549.18	32.18	1.3 %
Temporary		1.17	1.17	-
Work Order		1.00	1.00	-
Salary Savings				-
Project Positions	(106.00)	(119.59)	(13.59)	12.8
Subtotal, Mayor's Budget	2,411.00	2,431.76	20.76	0.9 %
Adjustments (FTE):				
Overtime	134.53	131.03	(3.50)	-2.6 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	2,545.53	2,562.79	17.26	0.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **POL - Police**

Financial Data:

The Police Department's proposed \$201,491,044 budget for FY 1996-97 is \$10,039,439 or 4.7 percent less than the original FY 1995-96 budget of \$211,530,483. The net decrease from the revised FY 1995-96 budget is \$11,184,616 or 5.3 percent.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Mayor's Recommended</u>
ACB SFPD - Investigators	\$23,065,890	\$23,065,890	\$21,173,430
ACC Narcotics Forfeiture	1,147,000	1,330,200	664,100
ACE Taxi Enforcement	355,000	355,000	355,000
ACF Fingerprint	2,214,000	2,214,000	910,000
ACG Safe Contract	542,250	542,250	542,250
ACI 911/Communications	15,672,636	15,422,636	17,244,077
ACM Operations and Administration	25,485,482	25,410,482	26,718,131
ACP Work Order Performing	1,651,743	1,651,743	1,538,321
ACR Special Investigations	8,310,714	8,310,714	7,367,189
ACU SFPD - Consent Decree	2,181,176	2,181,176	2,254,229
ACV Office of Citizen Complaints	1,392,777	1,441,489	1,907,669
ACW Senior Escort Service	1,113,344	1,113,344	1,267,030
ACX Patrol	110,904,060	112,142,325	104,020,204
ACY Special Operations	<u>19,205,404</u>	<u>19,205,404</u>	<u>17,177,735</u>
Total All Programs	\$213,241,476	\$214,386,653	\$203,139,365
Less: Recoveries	(1,651,743)	(1,651,743)	(1,538,321)
Subtotal, Mayor's Budget	\$211,589,733	\$212,734,910	\$201,601,044
Less Fac. Maint./Cap. Imp.	<u>(59,250)</u>	<u>(59,250)</u>	<u>(110,000)</u>
Net Department Budget	\$211,530,483	\$212,675,660	\$201,491,044

The net decrease from the revised FY 1995-96 budget of \$11,184,616 is due primarily to the significant savings achieved when Sworn and Miscellaneous retirement contributions were reduced by the Retirement Board. This action saved approximately \$ 13.5 million in the Police Department Budget. The expenditure summary shown above does not include a one-time project appropriation of \$5,337,594 for acquisition and installation of the new 911 CAD System, approved in 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: POL - Police

Personnel Changes

Interim Budget exceptions requested by the Mayor and approved by the Budget Committee added the following 13 new positions:

Senior Escort Program

(3) New 8482 Crime Prevention Workers

Office of Citizen Complaints (OCC)

(1) New 1408 Principal Clerk

(1) New 1426 Sr. Clerk Typist

(3) New 8124 Investigators, OCC

(1) New 8126 Sr. Investigator, OCC

Taxicab Enforcement

(2) New 1424 Clerk Typist

San Francisco Traffic Offenders Program (STOP)

(2) New 1424 Clerk Typist

The Mayor's recommended budget also includes 10 new 1424 Clerk Typist positions, which, when hired, will, according to the Department, be used to fulfill clerical functions now performed by uniformed positions. According to the Police Department, aggressive management of workers compensation claims has decreased the number of light duty personnel available for clerical functions. Therefore, the use of the new civilian positions will allow more officers to return to full duty.

Department Expenditures

The proposed budget includes requests for new equipment and new equipment financing costs equal to \$6,508,019, or \$259,546 more than the adopted 1995-96 budget as follows:

\$544,100 for Criminalistic Laboratory equipment funded from Narcotics Forfeiture Funds; a decrease of \$332,100 from 1995-96.

\$105,000 for Taxicab Enforcement, including the purchase of up to 20 used taxicabs and a new Personal Computer Local Area Network (LAN) system; an increase of \$23,400 from 1995-96.

\$433,659 in Automated Fingerprint Fund equipment; a decrease of \$1.2 million from 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **POL - Police**

\$593,030 in 911 Communications equipment, an increase of \$117,730 from 1995-96.

Vehicles and Other Equipment

\$3,977,130 in new lease purchase payments for new vehicles and vehicle outfitting for 55 replacement marked vehicles; 35 new marked vehicles; 2 replacement patrol wagons; 7 trail bikes; 42 replacement unmarked vehicles; 1 special events truck.

\$80,000 for new fax machines;

\$160,000 for a vehicle maintenance computer program (\$10,000) and a new property management program (\$150,000).

\$4,217,130 subtotal for Vehicles and Other Equipment - \$1,110,780 more than new equipment and lease financing approved for last year.

\$59,000 for 2 new and 2 replacement vehicles; Office of Citizen Complaints.

\$211,000 in on board computers for police vehicles; funded from the Traffic Offender Fund;

\$305,000 for Investigations Division Equipment;

\$8,100 for a replacement bomb robot for the bomb squad;

\$12,000 in lease financing for a replacement rescue vehicle in Special Operations;

\$10,000 for 2 Police Horses at \$5,000 each;

\$10,000 for 2 new Police Dogs, including training.

Additionally, the Police Department's budget includes \$720,000 in new Materials and Supplies expenditures for the acquisition of 1,200 semi-automatic handguns. This purchase will complete the transition from revolvers to semi-automatic handguns for the entire Police Department.

Uniform Salaries

Budgeted funding for Uniform Salaries in the Police Department are at rates that have been unchanged since the last Memorandum Of Understanding expired on June 30, 1995. Reserves have been established by the Controller to pay for the costs of a new Police MOU, as well as other MOU that will be negotiated this Fiscal Year.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: POL - Police

The Mayor's Recommended Budget assumes a much higher than usual rate of attrition for FY 1996-97. Typically, 60 sworn personnel retire or otherwise leave employment during a given year. However, because no salary increases have been granted in two years, the Mayor's Office estimates that a large number of sworn personnel will retire once the new MOU is approved and any salary increases are granted. Consequently, sworn salary savings has increased this year, by \$344,411 from \$3,472,714 to \$3,817,125. However, as noted in our recommendations, the amount of Uniform Salary Savings should be further increased.

Police Overtime

Budgeted overtime costs department wide have decreased in the Mayor's Recommended Budget, from \$10,385,826 to \$10,031,066; a reduction of \$354,760. However, the current amount of funding for Police Overtime will be overspent in 1995-96 by approximately \$2.5 to \$2.7 million. Available funds from underexpended Uniform Salaries will be used to make up this deficiency in 1995-96. If spending on Police Overtime remains at current levels in 1996-97, and savings are not identified elsewhere in the Police Department budget, a supplemental appropriation may be necessary. Based on current spending levels for Police Overtime, the amount shown has been underfunded by \$2.7 million in 1996-97.

Comment

The Budget Analyst plans to issue a Phase I Management Audit Report on the Police Department in the first quarter of 1996-97. It will address deployment issues, personnel scheduling and overtime spending as well as other matters. In addition, Police Audit Budget Analyst staff have contributed to the management audit of the Municipal Railway, on Muni Security issues. The Muni Management Audit Report will be completed in July, 1996.

The Budget Analyst has also been reviewing vehicle needs of the Department during our management audit. We have concluded that fleet management and maintenance information needs substantial improvement, and the Police Department is requesting a vehicle maintenance computer program for that purpose. The FY 1996-97 budget request for 55 marked replacement vehicles is warranted based on the age, condition and cost of maintaining many of the existing vehicles. 35 new marked vehicles are requested because of the increases in sworn staffing over the last year. However, it should be noted that the practice of scheduling 4 - 10 hour shifts, instead of 5 - eight hour shifts, substantially increases vehicle needs for all field operations and patrol functions in the Police Department, because of overlapping shift periods that result in periods when multiple shifts are on duty, thus creating vehicle shortages during some hours of the day.

At this time, conclusions and recommendations from the management audit are preliminary, subject to further analysis and have not yet been reviewed with the Department. As such, it would be inappropriate to state preliminary results of the management audit as a basis for reductions to the FY 1996-97 budget at this time.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

POL - Police

<u>Page</u>		<u>Position/ Equipment</u>	<u>Number</u>			<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>

Patrol (ACX)

382	002	Permanent Salaries - Uniform				\$62,341,235	\$61,691,545	*
		<p>* The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations salary savings.</p>						
401		Salary Savings - Uniform	9993U			(3,817,125)	(4,466,815)	\$649,690
		<p>Increase salary savings to adjust for the actual number of Sworn personnel now employed by the Department, using the same attrition assumptions included in the Mayor's Recommended Budget and allowing for planned hiring of new recruits to maintain full staffing during the Fiscal Year. Also, reduce to reflect that there are, on average, seven sworn officers on unpaid leave.</p> <p>The Mayor's Office disagrees with \$293,425 of this recommended reduction because a proposed Charter amendment related to fringe benefits, that is not in final form but may result from current MOU negotiations between the Mayor and the Police Officers Association, could significantly decrease sworn attrition compared to assumptions used by the Mayor in formulating the 1996-97 budget.</p> <p>However, a significant decrease in attrition of uniformed officers would result in a severe underfunding of the uniform salary account even at the level recommended by the Mayor's budget. The Budget Analyst believes that any other issues related to fringe benefits for Police Officers that has not been included in the proposed budget should be dealt with separately.</p>						
382	013	Mandatory Fringe Benefits				11,038,231	10,973,605	64,626
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ment: POL - Police

<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Equipment</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	
<u>Positions and Administration (ACM)</u>							
013	Mandatory Fringe Benefits				\$2,716,542	\$2,411,542	\$305,000
	<p>FICA (Social Security) is only paid on Miscellaneous salaries, and on salaries for recruit/trainees while in the Police Academy. However, Social Security is not paid on sworn salaries. Although there has been an approximate increase of \$1.2 million in Miscellaneous Salaries, less than one third the number of recruits will be trained in 1996-97 compared to 1995-96. However, FICA payments have increased department wide by \$367,000. This adjustment would reduce FICA payments to appropriate levels.</p>						
Total Recommended Reductions							\$1,019,316

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PTC Parking and Traffic

Budget Volume: IIA
Budget Page: 949

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$18,535,428	\$19,529,890	\$994,462	5.4 %
Other Department Revenue	14,961,726	13,532,429	(1,429,297)	-9.6
Recoveries	40,000	85,000	45,000	112.5
Revenue Transfers	1,287,100	110,000	(1,177,100)	-91.5
Dept. General Fund Revenue	5,932,684	5,932,684	0	0.0
Supplemental Appropriations				-
total Sources	\$40,756,938	\$39,190,003	(\$1,566,935)	-3.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$38,142,738	\$38,885,003	\$742,265	1.9 %
Fac. Maint. / Capital Imp.	1,287,100	110,000	(1,177,100)	-91.5
Subtotal - Mayor's Budget	\$39,429,838	\$38,995,003	(\$434,835)	-1.1 %
Transferred Expenses	\$1,287,100	\$110,000	(\$1,177,100)	-91.5 %
Recoveries	40,000	85,000	45,000	112.5
Supplemental Appropriations				-
total Uses	\$40,756,938	\$39,190,003	(\$1,566,935)	-3.8 %
Mayor's Listed Positions:				
Permanent	534.00	556.50	22.50	4.2 %
Temporary	13.00	11.39	(1.61)	-12.4
Work Order		1.00	1.00	-
Salary Savings	(40.00)	(43.06)	(3.06)	7.7
Project Positions	(23.00)	(49.75)	(26.75)	116.3
Subtotal, Mayor's Budget	484.00	476.08	(7.92)	-1.6 %
Adjustments (FTE):				
Overtime	9.85	11.53	1.68	17.1 %
Supplemental Appropriations				-
Other Adjustments				-
total FTE	493.85	487.61	-6.24	-1.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PTC - Parking and Traffic Commission

Financial Data:

The Parking and Traffic Commission's proposed \$38,885,003 operating budget for FY 1996-97 is \$742,265 or 1.9 percent more than the original FY 1995-96 budget of \$38,142,738. The proposed FY 1996-97 budget is \$942,265 or 2.5 percent more than the revised FY 1995-96 budget of \$37,942,738.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
<u>General Fund</u>			
Enforcement	\$17,922,314	\$17,904,139	\$19,844,317
Residential Parking	988,850	972,155	617,956
Parking Citation	<u>3,192,269</u>	<u>3,227,139</u>	<u>3,387,387</u>
Total General Fund	22,103,433	22,103,433	23,849,660
<u>Off-Street Parking Fund</u>			
Administration	2,975,429	2,975,429	1,945,123
Parking Authority	<u>7,821,980</u>	<u>7,822,700</u>	<u>6,760,212</u>
Total Off-Street Pkg. Fund	10,797,409	10,798,129	8,705,335
<u>Road Fund</u>			
Traffic Engr. & Oper.	6,528,996	6,588,996	6,440,008
Subtotal - Mayor's Budget	39,429,838	39,490,558	\$38,995,003
Less: Fac. Maint./Capital Imp.	<u>1,287,100</u>	<u>1,547,820</u>	<u>110,000</u>
Subtotal - Operating Budget	\$38,142,738	\$37,942,738	\$38,885,003

Department Revenue Changes:

- **Parking Fines** - The Controller has certified a total of \$49.5 million in parking fine revenues, which is a reduction of approximately \$2.1 million, or 4.24 percent, from FY 1995-96 budgeted parking fine revenues. Despite a substantial reduction in salary savings in FY 1995-96 to increase available Parking Control Officer FTEs, actual FY 1995-96 parking fine revenues are expected to be \$2.2 million lower than budgeted.
- **Meter Revenues** - A decrease of approximately \$0.6 million in FY 1996-97 budgeted parking meter revenues is based on current year actual revenues. The installation of 1,170 parking meters in the South of Market area in FY 1994-95 increased revenues, but not as much as had been anticipated.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **PTC - Parking and Traffic Commission**

- Garage Revenues - Budgeted revenues to the General Fund, the Recreation and Park Department and the Parking Revenue Fund from operation of City-owned garages show a combined increase of approximately \$4 million, or approximately 34 percent, from the FY 1995-96 level. This increase is predicated on a combination of current year forecasts and anticipated garage rates increases which were requested by the Mayor. Board of Supervisors approval would be required to implement such proposed rate increases. Such legislation, which would generate an estimated \$1,448,377 in increased parking revenues, is pending before the Board of Supervisors.

Department Personnel Changes:

- Enforcement (General Fund) - The DPT proposes to substitute three new Communications Dispatcher I positions for three existing 8214 Parking Control Officer Positions. Another 8214 Parking Control Officer position would be deleted to create a 1446 Senior Clerk Typist to report on abandoned vehicle abatements in order to ensure continued State funding for this activity. According to the DPT, the dispatch and record-keeping functions are currently being performed by four FTE Parking Control Officers, so the substitution would not result in a loss of parking fine revenues.
- Citation (General Fund) - Two 1720 Data Entry Clerk positions would be moved from Temporary Salaries to Permanent Salaries. These positions handle entry of "problem" citations, and are expected to be required on a permanent basis. In addition, various Trial Court classifications would be converted to Civil Service classifications at approximately the same salary levels.
- Residential Parking (General Fund) - In the FY 1995-96 budget, seven AA55 Field Survey Clerk positions and one 1406 Senior Clerk position were created to staff a Temporary Towaway Zone Program. This program was never implemented due to opposition from affected organizations, and none of the new positions was filled. The DPT proposes to delete the seven AA55 Field Survey Clerk positions. The 1406 Senior Clerk position would be retained, in order to relieve a Parking Control Officer from the duties of maintaining a database and tracking system to monitor use of temporary towaway zones.
- Administration (Parking Revenue Fund) - The proposed budget would add an 1819 Management Information Systems Specialist to oversee departmentwide automated systems.
- Parking Authority (Parking Revenue Fund) - a 7332 Maintenance Machinist would be transferred from the budget of the Department of Telecommunications and Information Services (TIS) to the DPT, and funded by a work order from the TIS.
- Traffic Engineering and Operations (Road Fund) - Two positions would be upgraded in this Division.

In summary, DPT would delete 7 positions created in FY 1995-96 for a program that was never implemented, create a new .75 FTE MIS position and transfer one position from the DET, to be funded by a work order. Salary savings would increase by approximately 3 FTEs. The net result

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **PTC - Parking and Traffic Commission**

would be a reduction of 7.92 FTEs in the proposed budget. After adjusting for the increased overtime discussed below under Enforcement, the net personnel change is a reduction of 6.24 FTEs.

Department Expenditure Changes by Program

Enforcement - (General Fund): The proposed budget for the Enforcement Division would increase by approximately \$1.9 million. Approximately 29 percent of the increase, or \$558,369, is actually a transfer of costs from the Parking Revenue Fund to the General Fund, in order to provide sufficient Parking Revenue Funds to pay debt service for the San Francisco General Hospital Garage from the Parking Revenue Fund. A contract with the Bank of America for data entry services related to the processing of parking tickets should have been budgeted in FY 1995-96, according to a recently issued report by the Controller's Audit Division. This \$407,000 contract, which has been included in the FY 1996-97 budget, accounts for 21 percent of the increase in Enforcement Division costs. Permanent salary and fringe benefit increases of approximately \$201,000 resulting from implementation of MOUs account for 11 percent of the increase. Another 13 percent of the increase, or \$250,000, would fund relocation of the Enforcement Division from Room 150 at the Hall of Justice to an as-yet undetermined location, to permit the SFPD to utilize the full space in Room 150.

An approximately \$130,000 increase in overtime would permit the DPT to take over traffic control at weekend and Monday night Giants and 49ers games from the Police Department, which currently performs this service using available straight time Police Officers. The SFPD would prefer to reallocate Police Officers to other police duties. We have identified this increase in overtime as a policy decision for the Board of Supervisors, because the SFPD could continue to perform such services at no additional cost to the General Fund. Finally, the proposed Enforcement Division budget would permit purchase of 22 replacement 3-wheel vehicles.

Residential Parking (General Fund) - The proposed budget for the Residential Parking Division would decrease by nearly \$371,000. This reduction is primarily a result of the elimination of the Temporary Towaway Zone Program, which was included in last year's budget but was never implemented.

Parking Citation (General Fund): Expenditures in the Citation Division would increase by approximately \$195,000 because of MOU salary and fringe benefit costs.

Administration (Parking Revenue Fund): The DPT Administration budget would be reduced by approximately \$1 million in the proposed budget. The reductions are actually continuing costs that would be transferred to DPT divisions funded by the General Fund (Enforcement and Citation) and the Road Fund (Traffic Engineering) in order to leave sufficient funding in the Parking Revenue Fund to pay debt service on the SFGH Garage.

Parking Authority (Parking Revenue Fund): The Parking Authority would contribute approximately \$1.2 million less for garage capital projects than in FY 1995-96. The Parking Authority budget includes approximately \$177,000 to fund the additional cost of electronic meters over standard meters. The Board of Supervisors approved a resolution in November, 1995 (File 190-95-5.1) urging the Parking and Traffic Commission to install electronic meters throughout the

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PTC - Parking and Traffic Commission

City as soon as possible. Under the proposed budget, the DPT would install 600 new and 500 replacement electronic meters in FY 1996-97. The Department advises that electronic meters, which take nickels, dimes and quarters, have fewer jamming problems than do traditional meters, and thus are expected to require less maintenance and generate more income for the City.

Traffic Engineering and Operations (Road Fund): The total proposed budget for this division would be reduced by approximately \$149,000. Space rental costs transferred from the Parking Revenue Fund increase the Division's budget by \$157,560. However, this increase is outweighed by other reductions, including primarily (1) a reduction of \$84,709 in the cost of light, heat and power because of an anticipated payment from Caltrans for costs incurred by DPT in maintaining traffic signals on State Highways in San Francisco; and (2) a decrease of \$168,693 in fringe benefits, as well as various small reductions.

Comments

The Mayor's budget provides for an increase of \$742,265. Our recommended reductions, which total \$195,214, will result in an increase of \$547,051 or 1.4 percent in the Department's budget. An additional reduction, which totals \$87,510, is identified as a policy decision for the Board of Supervisors because it would involve requiring the SFPD to continue to provide traffic control services at weekend and Monday night Giants and 49ers games, instead of funding DPT overtime to provide such services. The inclusion of such additional reductions would result in an increase of \$459,541 or approximately 1.2 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PTC - Parking and Traffic**

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From	To	Savings
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Enforcement: BKO

993	001	Permanent Salaries - Misc.			\$9,532,092	\$9,386,202	*
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* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

1004	001	Salary Savings - Misc.	9993M		(1,134,047)	(1,279,937)	\$145,890
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The Budget Analyst recommends an increase of \$145,890 in salary savings for the DPT Enforcement Division, based on FY 1995-96 data. Mr. Richard Hillis of the Mayor's Office has expressed his concern that the recommended increase in salary savings could effect the DPT's ability to staff Parking Control Officers at a sufficient level to handle increased fixed post traffic control related to closing of the Central Freeway, and meet revenue projections. Mr. John Newlin, Director of the DPT, has advised the Budget Analyst that although he would prefer no increase in salary savings, he does not believe that approval of the recommended increase in salary savings would significantly affect his operations. The Budget Analyst has seen no evidence to suggest that the DPT would be unable to meet revenue projections. Our recommended salary savings level would still provide the DPT with sufficient funding to increase staffing levels over FY 1995-96 actual levels. Any other potential issues related to staffing for Parking Control Officers that has not been included in the proposed budget should be dealt with separately.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

ent: PTC - Parking and Traffic

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
013	Mandatory Fringe Benefits				\$2,968,355	\$2,939,031	\$29,324
	Corresponds to reduction in salaries.						
035	Other Current Expenses				2,144,200	2,124,200	20,000
	Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
011	Overtime				494,998	407,488	*
	* The funding of an additional \$87,510 in overtime is a policy decision for the Board of Supervisors since this would fund traffic control services at weekend and Monday night Giants and 49ers games that could continue to be provided, at a savings of \$87,510 to the General Fund, by the SFPD. The SFPD would prefer to assign Officers who have performed these duties to alternative police activities.						
Total Recommended Reductions							\$195,214
(Not including Enforcement Overtime policy decision.)							
Total Policy Decisions							\$87,510



MINUTES

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AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

DEPARTMENTAL BUDGET REVIEW
BUDGET COMMITTEE
// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 26, 1996 - 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:08 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

CULTURE & RECREATION

USD County Education Office
SCI Academy of Sciences
ART Art Commission
WAR War Memorial
FAM Fine Arts Museums
AAM Asian Art Museum
LIB Public Library
REC Recreation & Park Commission

PUBLIC WORKS, TRANSPORTATION & COMMERCE

DPW Public Works
DBI Building Inspection
AIR Airport
PRT Port Commission
TIS Telecommunications & Information Services
PUC Public Utilities Commission (PUC)
LHP Light, Heat and Power
HHP Hetch Hetchy Project
WTR Water
DPT Municipal Railway

SPEAKERS: Harvey Rose, Steve Foti, Stan Jones, Budget Analyst's Office; Ed Harrington, Bill Goldman, Robert Jenkins, Richard Newirth, Leona Preston Local 790, Elizabeth Murray, Margaret Kisliuk, Emily Sano, Mary Burns, Mark Primeau, Frank Chiu, Dennis Bouey, Anson Moran, Phil Adams, Rudy Nothenberg.

ACTION: HEARING HELD. CONTINUED TO JUNE 27, 1996. (FAM Fine Arts Museums, LIB Library - Continued to June 27, 1996)

VOTE: 3-0.

2. File 161-96-4. [Redevelopment Agency Budget and Bonds] Resolution approving the budget of the Redevelopment Agency of the City and County of San Francisco for fiscal year 1996-97; and approving the issuance by the Agency of Bonds in an aggregate principal amount not to exceed \$43,000,000 for the purpose of financing Redevelopment activities in fiscal year 1996-97. (Redevelopment Agency)

SPEAKERS: Harvey Rose, Clifford Graves

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE PRESENTED IN COMMITTEE BY SUPERVISOR HSIEH. AMENDMENT OF THE WHOLE ADOPTED. "Approving the budget of the Redevelopment Agency of the City and County of San Francisco for fiscal year 1996-1997; approving the issuance by the agency of bonds in an aggregate principal amount not to exceed \$43,000,000 for the purpose of financing Redevelopment activities in fiscal year 1996-1997; and providing quarterly reports." RECOMMENDED AS AMENDED. TO BOARD JULY 8, 1996.

VOTE: 3-0.

3. File 170-96-5.1. [Bond Award] Draft motion awarding bonds and fixing definitive interest rates for general obligation bonds in the amounts of \$7,645,000 (Public Safety Improvement Projects, 1989), Series 1996B; \$14,285,000 (Fire Department Facilities Project, 1992), Series 1996C; \$42,300,000 (School District Facilities Improvements, 1994), Series 1996D; and \$25,000,000 (Asian Art Museum Relocation Project), Series 1996E. (Supervisor Hsieh)

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE BEARING SAME TITLE PRESENTED IN COMMITTEE BY STEPHANIE CARLISLE, OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER. AMENDMENT OF THE WHOLE ADOPTED. MOTION APPROVED.

VOTE 3-0.

TIME MEETING ADJOURNED: 2:45 P.M.

SF
690.67

#3

6/26/96

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 24, 1996

DOCUMENTS DEPT.

JUN 26 1996

SAN FRANCISCO
PUBLIC LIBRARY**TO:** Budget Committee**FROM:** Budget Analyst *Recommendation***SUBJECT:** Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1996-97 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the budget Committee budget review.

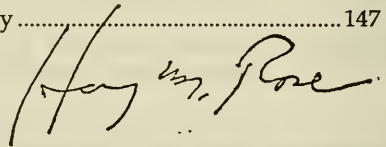
Budget Committee Review, June 26, 1996, 1:00 p.m.**Culture and Recreation****Page**

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Public Works, Transportation and Commerce

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Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Brown
Supervisor Katz
Supervisor Leal
Supervisor Teng
Supervisor Yaki
Clerk of the Board
Chief Administrative Officer
Controller
Margaret Kisliuk
Paul Horcher
Ted Lakey

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: USD County Education Office

Budget Volume: IV
Budget Page: 2781

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,718,722	\$1,720,845	\$2,123	0.1 %
Other Department Revenue			-	-
Recoveries			-	-
Revenue Transfers			-	-
Dept. General Fund Revenue			-	-
Supplemental Appropriations			-	-
Total Sources	<u>\$1,718,722</u>	<u>\$1,720,845</u>	<u>\$2,123</u>	<u>0.1 %</u>
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,718,722	\$1,720,845	\$2,123	0.1 %
Fac. Maint. / Capital Imp.			-	-
Subtotal - Mayor's Budget	<u>\$1,718,722</u>	<u>\$1,720,845</u>	<u>\$2,123</u>	<u>0.1 %</u>
Transferred Expenses			-	- %
Recoveries			-	-
Supplemental Appropriations			-	-
Total Uses	<u>\$1,718,722</u>	<u>\$1,720,845</u>	<u>\$2,123</u>	<u>0.1 %</u>
Mayor's Listed Positions:				
Permanent	11.00	11.00	0.00	0.0 %
Temporary			-	-
Work Order			-	-
Salary Savings			-	-
Project Positions	<u>(10.00)</u>	<u>(10.00)</u>	<u>0.00</u>	<u>0.0</u>
Subtotal, Mayor's Budget	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime			-	- %
Supplemental Appropriations			-	-
Other Adjustments			-	-
Total FTE	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.0 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **USD - County Education Office**

Financial Data:

The County Education Department's proposed \$1,720,845 budget for 1996-97 is \$2,123 or 0.1 percent more than the original FY 1995-96 budget of \$1,718,722. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to the change from the original FY 1995-96 budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
<u>General Fund</u>			
SFUSD Sports Program	\$1,056,000	\$1,056,000	\$1,056,000
Children's Baseline Services/ SFUSD Music Program	\$600,000	\$600,000	\$600,000
Administration	<u>62,722</u>	<u>62,722</u>	<u>64,845</u>
Total	<u>\$1,718,722</u>	<u>\$1,718,722</u>	<u>\$1,720,845</u>

Comments:

1. The SFUSD sports program is a disciplined, organized, competitive interschool program for High and Middle School students that contributes to physical, social and emotional development.
2. The Children's Baseline Services supports elementary school music programs.
3. In accordance with the City Charter and the State Education Code, the City and County government is required to compensate members of the Board of Education, pay a portion of the County Superintendent's salary and pay certain fixed charges. Accordingly, this budget funds the following:
 - \$42,000 for the seven members of the Board of Education (at \$500 each per month)
 - \$9,646 of the Superintendent's salary;
 - \$12,074 for mandatory fringe benefits (an increase of \$1,989 from FY 1995-96);
 - \$1,125 for materials and supplies, to provide for the expenses of the Superintendent of Schools.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: USD - County Education Office

4. Also included in the budget are 10 personnel who manage the SFUSD Capital programs. These positions are paid out of bond funds and do not affect department budget authorization levels because they are offset and add zero positions to the department count.

Recommendations:

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: SCI Academy of Sciences

Budget Volume: IV
Budget Page: 2771

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,519,518	\$1,599,991	\$80,473	5.3 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$1,519,518	\$1,599,991	\$80,473	5.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,496,468	\$1,559,991	\$63,523	4.2 %
Fac. Maint. / Capital Imp.	23,050	40,000	16,950	73.5
Subtotal - Mayor's Budget	\$1,519,518	\$1,599,991	\$80,473	5.3 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$1,519,518	\$1,599,991	\$80,473	5.3 %
Mayor's Listed Positions:				
Permanent	9.00	8.75	(0.25)	-2.8 %
Temporary				-
Work Order				-
Salary Savings		(0.25)	(0.25)	-
Project Positions				-
Subtotal, Mayor's Budget	9.00	8.50	(0.50)	-5.6 %
Adjustments (FTE):				
Overtime	0.16	0.14	(0.02)	-12.5 %
Salary Savings	(0.04)		0.04	
Supplemental Appropriations				-
Other Adjustments	(1.00)		1.00	-100.0
Total FTE	8.12	8.64	0.52	6.4 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **SCI - Academy of Sciences**

Financial Data:

The Academy of Sciences proposed \$1,559,991 operating budget for 1996-97 is \$63,523 or 4.2 percent more than the original 1995-96 operating budget of \$1,496,468. The net increase from the revised 1995-96 operating budget is identical to the increase from the original operating budget.

Summary of Budgeted Activities:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
<u>General Fund</u>			
Academy of Sciences	\$1,496,468	\$1,496,468	\$1,559,991
Facilities Maintenance	<u>23,050</u>	<u>23,050</u>	<u>40,000</u>
Total	<u>\$1,519,518</u>	<u>\$1,519,518</u>	<u>\$1,599,991</u>

Department Personnel Changes:

Of the total \$63,523 increase in the budget, increases in Permanent Salaries represents \$38,974. The \$38,974 reflects: (1) the addition of one new 7334 Stationary Engineer position, at a cost of \$35,600, and (2) \$3,374 in salary step and other adjustments. Corresponding Mandatory Fringe Benefits overall have increased by \$20,723.

The Academy of Science proposes to add an additional \$35,600 to the proposed budget to fill a vacant 7334 Stationary Engineer. The Academy of Sciences requested funding for this vacant position has been denied since 1992-93. There are currently 7 Stationary Engineers on staff. The Stationary Engineers of the Aquarium are responsible for both monitoring and maintaining the life support and mechanical systems of the Aquarium. In addition they are also responsible for all of the building mechanical systems of the entire Academy. According to the Academy of Sciences, the inability to fill the vacant Stationary Engineer position has made it necessary for the Department to continually utilize a System Maintenance Engineer, thus significantly reducing the general routine maintenance effort not only for the Aquarium, but for the entire Academy as well. According to the Academy of Sciences, with the continued deteriorating condition of the Aquarium facility (now 75 years old), it requires a much greater effort to repair and maintain the facility and its life support systems in a safe and operable condition for both the living specimens and visitors. The Academy of Science states that the inability to fill the Stationary Engineering position has resulted in the following negative impacts:

- 1) The Beach Plant, the main supply station for the living collection, has sustained periodic outages which has resulted in some loss of specimens.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **SCI - Academy of Sciences**

- 2) The central ventilation and air-conditioning system within the library, which is open to the public and utilized by researchers, is 60 percent inoperative at the present time due to insufficient maintenance staff. The inability to maintain temperature has resulted in inaccessibility to the library as well as the destruction of rare books, which are temperature sensitive.
- 3) There are numerous elevator breakdowns, which the Aquarium have not always been able to respond to in a timely basis to make needed repairs. As such, the public has been denied access to exhibits.
- 4) The ventilation system for Linking Hall, where small temporary exhibits are housed, is currently inoperative and cannot maintain a stable temperature. The negative result is that certain exhibits were not scheduled for public view due to temperature restrictions.

The Budget Analyst recommends approval for filling the vacant Stationary Engineer position, at an added cost of \$35,600.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: ART Commission

Budget Volume: IV
Budget Page: 2449

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,261,257	\$1,801,465	\$540,208	42.8 %
Other Department Revenue	1,733,271	1,867,714	134,443	7.8
Recoveries	254,285	268,555	14,270	5.6
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$3,248,813	\$3,937,734	\$688,921	21.2 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$2,962,778	\$3,168,079	\$205,301	6.9 %
Fac. Maint. / Capital Imp.	31,750	501,100	469,350	1478.3
Subtotal - Mayor's Budget	\$2,994,528	\$3,669,179	\$674,651	22.5 %
Transferred Expenses				- %
Recoveries	254,285	268,555	14,270	5.6
Supplemental Appropriations				-
Total Uses	\$3,248,813	\$3,937,734	\$688,921	21.2 %
Mayor's Listed Positions:				
Permanent	13.00	15.72	2.72	20.9 %
Temporary				-
Work Order	5.00	5.00	0.00	0.0
Salary Savings		(0.35)	(0.35)	
Project Positions	(1.00)	(3.55)	(2.55)	255.0
Subtotal, Mayor's Budget	17.00	16.82	(0.18)	-1.1 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Salary Savings	(0.40)		0.40	-100.0
Other Adjustments				-
Total FTE	16.60	16.82	0.22	1.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **ART - Art Commission**

Financial Data:

The Art Commission's proposed \$3,168,079 operating budget for FY 1996-97 is \$205,301 or 6.9 percent more than the original FY 1995-96 budget of \$2,962,778. The net decrease from the revised FY 1995-96 budget to the FY 1996-97 budget is \$139,346 or 4.2 percent.

Summary of Budgeted Programs:

<u>Programs</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Art Commission - Administration	\$513,663	\$513,663	\$546,033
Street Artist Program Fund	150,000	150,000	140,000
Public Art	71,811	416,458	77,339
Community Arts & Education	135,000	135,000	143,961
Cultural Equity Endowment	1,380,284	1,380,284	1,515,375
Municipal Symphony Concerts	<u>712,020</u>	<u>712,020</u>	<u>745,371</u>
Subtotal	\$2,962,778	\$3,307,425	\$3,168,079
Maintenance Facilities/Capital Imp.	<u>31,750</u>	<u>233,098</u>	<u>501,100</u>
Total	2,994,528	3,540,523	3,669,179

Department Revenues:

The Art Commission's projected Other Department Revenues (Special Revenue Funds) for FY 1996-97 are \$1,867,714, an increase of \$134,443 or 7.8 percent from the original FY 1995-96 Revenue of \$1,733,271.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **ART - Art Commission**

Department Personnel Changes:

Of the total \$205,301 increase in the budget, increases in Permanent Salaries represents \$31,680. The \$31,680 reflects increases in salary step and other adjustments. Corresponding mandatory fringe benefits overall have increased by \$33,351.

The proposed 1996-97 budget reflects three new positions: a 1424 Clerk Typist, a 1820 Junior Administrative Analyst, and a 3542 Curator II with no corresponding increase in funds. The Art Commission advises that these positions are actually existing positions funded from recurring grant funds that are being added to the Department's position count.

Departmental Expenditures:

Services of Other Departments for the Community Arts and Education Program increased by \$32,112. Also, an increase of \$135,091 (from \$1,380,284 to \$1,515,375) in the amount of available Hotel Tax funds for the Cultural Equity Endowment Program results in a greater availability of funding for art programs conducted by community-based organizations. Pursuant to Administrative Code Sections 68.2, 68.3, and 68.4, the Cultural Equity Endowment Program receives 2.25 percent of the Hotel Tax Fund to fund such community-based organizations.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: WAR War Memorial

Budget Volume: IV
Budget Page: 2793

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	7,799,369	7,804,170	4,801	0.1
Recoveries				-
Revenue Transfers	1,945,200	1,989,400	44,200	2.3
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$9,744,569	\$9,793,570	\$49,001	0.5 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$5,854,169	\$5,814,770	(\$39,399)	-0.7 %
Fac. Maint. / Capital Imp.	1,945,200	1,989,400	44,200	2.3
Subtotal - Mayor's Budget	\$7,799,369	\$7,804,170	\$4,801	0.1 %
Transferred Expenses	\$1,945,200	\$1,989,400	\$44,200	2.3 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$9,744,569	\$9,793,570	\$49,001	0.5 %
Mayor's Listed Positions:				
Permanent	89.00	83.00	(6.00)	-6.7 %
Temporary	3.00	3.01	0.01	0.3
Work Order				-
Salary Savings	(6.00)	(4.04)	1.96	-32.7
Project Positions				-
Subtotal, Mayor's Budget	86.00	81.97	(4.03)	-4.7 %
Adjustments (FTE):				
Overtime	1.06	0.96	(0.10)	-9.4 %
Supplemental Appropriations				-
Project Positions		(4.26)	(4.26)	-
Other Adjustments				-
Total FTE	87.06	78.67	(8.39)	-9.6 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **WAR - War Memorial**

Financial Data:

The War Memorial's proposed \$5,814,770 operating budget for 1996-97 is \$39,399 or .7 percent less than the original 1995-96 budget of \$5,854,169. The net decrease from the revised 1995-96 operating budget is identical to the decrease from the original operating budget.

Summary of Budgeted Activities:

<u>Program</u>	<u>Fiscal Year 1995-96</u> <u>Original</u>	<u>Revised</u>	<u>Fiscal Year</u> <u>1996-97</u>
Operating Expenses	\$5,854,169	\$5,854,169	\$5,814,770
Facilities Maint./Capital Imp.	<u>1,945,200</u>	<u>1,945,200</u>	<u>1,989,400</u>
Total	7,799,369	7,799,369	7,804,170

Department Revenues:

The primary source of revenue for the War Memorial is the City's Hotel Tax Fund, which is projected to generate \$6,573,358 in revenues for the War Memorial in 1996-97, an increase of \$304,042 from 1995-96 Hotel Tax revenue of \$6,269,316. However, other revenues show decreases primarily due to the closure of the Opera House. Therefore, total War Memorial revenues of \$7,804,170 are only \$4,801 more than 1995-96 revenues of \$7,799,369.

Department Personnel Changes:

The War Memorial is proposing to add a .75 FTE Performing Arts Center Aide at a cost of \$31,337, excluding fringe benefits. This new position would serve as departmental safety director, liaison to City Hall offices, administrator of facilities' service contracts, and would perform certain personnel functions. The War Memorial notes that the requested Performing Arts Center Aide position would represent the Department's first new administrative position since FY 1980-81. The War Memorial advises that due to the growth and changes in the War Memorial's workload since 1980-81, certain functions such as billing and the procurement and maintenance of contracts are currently backlogged and other essential functions such as updating various safety plans (including disposing of hazardous wastes and workers compensation), personnel evaluations, and the development of a required Affirmative Action Plan, are currently unassigned. The War Memorial cites the addition of the Louise M. Davies Symphony Hall and the Zellerbach Rehearsal Hall to the War Memorial and Performing Arts Center and the recent relocation of City Hall offices to the Veteran's Building as two major changes that have contributed to the substantial increases in the Department's workload.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **WAR - War Memorial**

Ms. Elizabeth Murray, of the War Memorial, advises that the new position would be responsible for all the above-noted backlogged and unassigned tasks, and in addition would perform duties relating to facilities coordination for City Hall tenants and the procurement of new services and operations for the reopening of the Opera House in July 1997. Based on the additional workload assumed by the War Memorial since 1980-81 in connection with the addition of the Louise M. Davies Symphony Hall and the Zellerbach Rehearsal Hall and the recent relocation of the City Hall offices to the Veteran's Building, the Budget recommends approval of the requested Performing Arts Center Aide.

The War Memorial's proposed budget reflects a net decrease of 8.39 FTE, as follows: (1) the addition of the above-noted .75 FTE Performing Arts Center Aide position, (2) the deletion of 3.75 vacant 2708 Custodian positions and 3 vacant 8207 Building and Grounds Patrol Officer positions and (3) adjustments in Salary Savings, Overtime, Temporary Salaries and other salary adjustments reflecting a decrease of 2.39 FTEs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **WAR - War Memorial**

Page			Position/ Equipment	Number			Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>		<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Operations and Maintenance (EED)</u>									
2800	009	Premium Pay					\$62,009	\$59,413	\$2,596
		Reduce to reflect FY 1995-96 expenditure level.							
Total Recommended Reductions									\$2,596

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: FAM Fine Arts Museums

**Budget Volume: IV
Budget Page: 2515**

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$818,970	\$909,506	\$90,536	11.1 %
Admissions Fund Revenue	1,880,000	1,990,000	110,000	5.9
Recoveries				-
Revenue Transfers			0	-
Hotel Tax Revenue	3,311,304	3,471,891	160,587	4.8
Supplemental Appropriations				-
Total Sources	\$6,010,274	\$6,371,397	\$361,123	6.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$5,986,024	\$6,321,397	\$335,373	5.6 %
Fac. Maint. / Capital Imp.	24,250	50,000	25,750	106.2
Subtotal - Mayor's Budget	\$6,010,274	\$6,371,397	\$361,123	6.0 %
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$6,010,274	\$6,371,397	\$361,123	6.0 %
Mayor's Listed Positions:				
Permanent	80.00	73.40	(6.60)	-8.2 %
Temporary	1.00	0.98	(0.02)	-2.0
Work Order				-
Salary Savings	(2.00)	(2.25)	(0.25)	12.5
Project Positions				-
Subtotal, Mayor's Budget	79.00	72.13	(6.87)	-8.7 %
Adjustments (FTE):				
Overtime	1.08	0.93	(0.15)	-13.9 %
Supplemental Appropriations				-
Other Adjustments	(4.73)		4.73	-100.0
Total FTE	75.35	73.06	(2.29)	-3.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **FAM - Fine Arts Museums**

Financial Data:

The Fine Arts Museums' proposed \$6,321,397 operating budget for 1996-97 is \$335,373 or 5.6 percent more than the original 1995-96 operating budget of \$5,986,024. The net increase from the revised 1995-96 operating budget to the 1996-97 operating budget is \$658,824 or 11.6 percent.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Operations and Maintenance	\$5,850,904	\$5,527,453	\$6,166,514
Admissions	135,120	135,120	154,883
Total Mayor's Budget	\$5,986,024	\$5,662,573	\$6,321,397
Facilities Maint./Capital Imp.	24,250	24,250	50,000
Mayor's Budget Totals	\$6,010,274	\$5,686,823	\$6,371,397

Department Revenue and Fee Changes:

The Fine Arts Museums is partially funded by the Hotel Tax Fund and the General Fund. According to the Mayor's Office, the FY 1996-97 Hotel Tax revenue allocation to the Fine Arts Museums is estimated to be \$3,471,891, or an increase of \$160,587 or 4.8 percent, from \$3,311,304 in FY 1995-96.

The Fine Arts Museums generates revenue through admission fees. Admission Fund revenues are budgeted at \$1,990,000 for FY 1996-97, an increase of \$110,000 or 5.9 percent from the \$1,880,000 budgeted for 1995-96. Increase in revenue projections is due the full year funding of the California Palace of the Legion of Honor which reopened in November 1995 after being closed since May 1991 for seismic retrofitting and renovation.

Department Personnel Changes:

Of the total \$335,373 increase in the budget, increases in Permanent Salaries represents \$143,984. The \$143,984 reflects: (1) the deletion of a (.95) 8228 Senior Museum Guard, for a reduction of \$35,293 and the substitution of a (.75) 8230 Chief Museum Guard, at a cost of \$27,816, for a reduction of \$7,477 and (2) \$151,461 in salary step and other adjustments. Corresponding mandatory fringe benefits overall have increased by \$67,336.

The Fine Arts Museum's proposed budget also reflects a net decrease of 2.29 FTEs, as follows: (1) the deletion of 6.6 FTE vacant positions, (2) adjustment in Salary Savings, Temporary Salaries and Overtime reflecting a decrease of .42 FTE, and (3) the addition of 4.73 FTEs in other salary adjustments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **FAM - Fine Arts Museums**

Departmental Expenditures

The Department reports that due to the reopening of the California Palace of the Legion of Honor, operational costs including sewer service, Sunset Seavenger service, fire alarm system, hazardous materials fee, armored car service, and utilities have increased by \$30,582.

Additionally, the Department's budget reflects a net increase of \$90,237 in operating expenses supported by Admission Fund revenues which are appropriated in a lump sum to a project account in the budget to support the Asian Art Foundation (one-third of net admission fees) and the Corporation of the Fine Arts Museums (two-thirds of net admission fees).

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: AAM Asian Art Museum

**Budget Volume: IV
Budget Page: 2439**

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated	\$5,618		(\$5,618)	-100.0 %
Other Department Revenue				-
Recoveries				-
Revenue Transfers				-
Hotel Tax Revenue	1,313,602	1,377,307	63,705	4.8
Supplemental Appropriations				-
Total Sources	\$1,319,220	\$1,377,307	\$58,087	4.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,307,070	\$1,327,307	\$20,237	1.5 %
Fac. Maint. / Capital Imp.	12,150	50,000	37,850	311.5
Subtotal - Mayor's Budget	<u>\$1,319,220</u>	<u>\$1,377,307</u>	<u>\$58,087</u>	<u>4.4 %</u>
Transferred Expenses				- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$1,319,220	\$1,377,307	\$58,087	4.4 %
Mayor's Listed Positions:				
Permanent	14.00	13.75	(0.25)	-1.8 %
Temporary				-
Work Order				-
Salary Savings	(1.00)	(0.67)	0.33	-33.0
Project Positions				-
Subtotal, Mayor's Budget	<u>13.00</u>	<u>13.08</u>	<u>0.08</u>	<u>0.6 %</u>
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments	<u>(0.47)</u>	<u>(0.78)</u>	<u>(0.31)</u>	<u>66.0</u>
Total FTE	12.53	12.30	(0.23)	-1.8 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **AAM - Asian Art Museum**

Financial Data:

The Asian Art Museum's proposed \$1,327,307 operating budget for 1996-97 is \$20,237 or 1.5 percent more than the original 1995-96 operating budget of \$1,307,070. The net increase from the revised 1995-96 operating budget is identical to the increase from the original operating budget.

Summary of Budgeted Programs:

<u>Programs</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Asian Art Museum	\$1,307,070	\$1,307,070	\$1,327,307
Facilities Maintenance	<u>12,150</u>	<u>12,150</u>	<u>50,000</u>
Total	<u>\$1,319,220</u>	<u>\$1,319,220</u>	<u>\$1,377,307</u>

Department Revenue and Fee Changes:

The Asian Art Museum is funded through the Hotel Tax Fund. The Hotel Tax revenue allocation to the Asian Art Museum is estimated at \$1,377,307 for FY 1996-97, an increase of \$63,705 or 4.8 percent, from the \$1,313,602 budgeted for FY 1995-96.

Department Personnel Changes:

Of the total \$20,237 increase in the budget, increases in Permanent Salaries represents \$13,882. The \$13,882 reflects: (1) the deletion of one Curator IV, at a savings of (\$53,606), (2) the addition of one (.75) new 1372 Special Assistant XIII position, at a cost of \$44,788, and (3) 22,700 in salary step and other adjustments. Corresponding mandatory fringe benefits overall have increased by \$12,328.

The Asian Art Museum advises that due to the planned move of the Asian Art Museum from the current location in Golden Gate Park to the old San Francisco Public Library in the Civic Center, the Museum is reorganizing personnel to reflect the Museum's comprehensive plan for the new site. In connection with their plan, the Museum is proposing to delete a 1 FTE 3546 Curator IV position at a savings of \$53,606 or an annualized savings of \$63,919 and add a new .75 FTE 1372 Special Assistant XIII position at a cost of \$44,788 or an annualized cost of \$71,436, for an increased annualized cost of \$7,517. The Special Assistant XIII position would be responsible for (1) the development, implementation, and management of all educational and public programs, (2) media programming, (3) public educational activities, (4) educational materials, and (5) other events at the New Asian Museum. The Human Resources Department staff has recommended approval of this classification. The Budget Analyst recommends approval of this position.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AAM - Asian Art Museum

Departmental Expenditures

Services of Other Departments increased by \$25,870. The Department reports that the Risk Manager has recommended increased insurance at a cost of \$11,420 and the Department of Electricity and Telecommunications recommended an increase in communications costs of \$14,450.

Recommendations

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: LIB Library

Budget Volume: IV
Budget Page: 2531

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$18,947,898	\$19,951,704	\$1,003,806	5.3 %
Other Department Revenue	13,464,573	14,685,874	1,221,301	9.1
Recoveries	50,000		(50,000)	-100.0
Revenue Transfers				
Dept. General Fund Revenue	496,014	496,014	0	0.0
Supplemental Appropriations	5,274,861		(5,274,861)	-100.0
Total Sources	\$38,233,346	\$35,133,592	(\$3,099,754)	-8.1 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$32,788,185	\$35,013,292	\$2,225,107	6.8 %
Fac. Maint. / Capital Imp.	120,300	120,300	0	0.0
Subtotal - Mayor's Budget	\$32,908,485	\$35,133,592	\$2,225,107	6.8 %
Transferred Expenses				- %
Recoveries	50,000		(50,000)	-100.0
Supplemental Appropriations	5,274,861		(5,274,861)	-100.0
Total Uses	\$38,233,346	\$35,133,592	(\$3,099,754)	-8.1 %
Mayor's Listed Positions:				
Permanent	490.60	472.08	(18.52)	-3.8 %
Temporary	44.00	44.91	0.91	2.1
Overtime		1.00	1.00	-
Work Order				-
Salary Savings	(25.00)	(36.75)	(11.75)	47.0
Project Positions	(3.00)		3.00	-100.0
Subtotal, Mayor's Budget	506.60	481.24	(25.36)	-5.0 %
Adjustments (FTE):				
Overtime	0.53		(0.53)	-100.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	507.13	481.24	(25.89)	-5.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **LIB - Public Library**

Financial Data:

The Public Library's proposed \$35,013,292 budget for FY 1996-97 is \$2,225,107 or 6.8 percent more than the original FY 1995-96 budget of \$32,788,185. The proposed FY 1996-97 budget is \$3,049,754 or 8 percent lower than the revised FY 1995-96 budget of \$38,063,046.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Library Direct Services & Acquisitions			
General Fund	\$12,147,771	\$13,095,529	\$11,282,813
Library Preservation Fund	<u>9,845,654</u>	<u>10,236,778</u>	<u>9,998,588</u>
Subtotal	21,993,425	23,332,307	21,281,401
Library Administration & Support Services			
General Fund	3,765,648	3,715,648	5,481,571
Library Preservation Fund	<u>3,422,095</u>	<u>7,184,563</u>	<u>4,484,192</u>
Subtotal	<u>7,187,743</u>	10,900,211	9,965,763
Fuhrman Bequest	0	223,511	100,000
Project Read (Federal Grant)	196,824	196,824	103,094
Children's Baseline (Gen. Fund)	<u>3,410,193</u>	<u>3,410,193</u>	<u>3,563,034</u>
TOTAL	\$32,788,185	\$38,063,046	\$35,013,292

Department Revenue and Fee Changes

In June of 1994, San Francisco voters passed Proposition E, a Charter Amendment creating the Library Preservation Fund (see below). Proposition E requires that the City provide the Public Library with a Baseline General Fund budget, giving the Department at least the same proportion of General Fund appropriations as the Library had in FY 1992-93. The proposed FY 1996-97 Baseline budget is \$20,860,214, which includes \$19,951,704 in unallocated General Fund monies and \$496,014 in General Fund Department Revenue, plus \$412,496 in funding from the Office of Children, Youth and Families. The Controller will revise the Public Library's Baseline Budget during the course of the fiscal year, as overall General Fund appropriations are adjusted to reflect MOU agreements, etc.

Department fees and revenues remain essentially the same as in FY 1995-96. The Controller has not certified revenues anticipated from the Library Foundation, because such

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **LIB - Public Library**

revenues would be dedicated to meeting capital needs and would be subject to specific approval by the Foundation, under the terms of the Memorandum of Understanding (MOU) between the Public Library and the Library Foundation.

Proposition E gave the Library Property Tax revenues equal to two and one-half cents per one hundred dollars of the Property Tax levy. FY 1996-97 Library Preservation Fund revenues are budgeted at \$13,942,383 which is \$674,634 or 5.1 percent higher than the FY 1995-96 budget Library Preservation Fund revenues of \$13,267,749. The Controller will adjust this allocation after the Assessor's Property Tax rolls are completed in July, 1996, when it will be possible to determine the precise amount of Property Tax revenues to credit to the Fund, net of anticipated Property Tax appeals. The proposed budget would allocate \$540,397 from the Library Preservation Fund Reserve to meet FY 1996-97 needs, for total Library Preservation Fund revenues of \$14,482,780. As noted below, the Board of Supervisors recently required the Public Library to submit a detailed ten-year projection of revenues and expenditures by September, 1996.

Department Personnel Changes

The proposed budget includes a total of 481.24 FTEs, which represents a reduction of 25.89 FTEs from the FY 1995-96 budget of 507.13. No new positions are proposed. Nearly half of the reduction in positions (11.75 FTEs) is a result of increased salary savings, particularly in the Branch Library Division. The remainder of the position reductions (14.14 FTEs) are not actually staffing decreases; they are corrections to reflect actual part-time FTEs, many of which have been shown as whole positions in the past. The Management Division staff would increase by 6.16 FTEs under the proposed budget, due to an increase in the Temporary Salaries budget for this Division, although Temporary Salaries as a whole would increase by only .91 FTEs over the original FY 1995-96 budget. Administrators advise that the increase in Temporary Salaries in the Management Division would be used for custodial, security and automation services related to the New Main Library.

It should also be noted that the Public Library required a \$2.5 million supplemental appropriation in FY 1995-96 to cover overexpenditures in Temporary Salaries. Such additional temporary salary personnel in FY 1995-96 are not reflected in the position counts shown above. Although the proposed Temporary Salary budget of approximately \$2 million for FY 1996-97 is slightly higher than the original FY 1995-96 Temporary Salary budget, it is \$2.5 million less than the revised FY 1995-96 Temporary Salary budget of approximately \$4.5 million. Staying within this proposed budget will require careful budgeting and monitoring of the Temporary Salaries expenditure account. Public Library administrators advise that they will contain Temporary Salary costs principally by (1) requiring Permanent staff to increase their public service desk assignments by 25 percent in the Main Library and in Branch Libraries, and (2) by establishing and monitoring limits on the use of temporary as-needed staffing.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **LIB - Public Library**

Department Expenditure Changes

The New Main Library opened in April of 1996. Expenditures for the New Main Library are budgeted to increase less than 1 percent over the original FY 1995-96 budget, although, as described below, expenditures in the Management Division for custodial and security staffing of the New Main Library would increase substantially. A new expenditure of \$25,000 is budgeted for mounting and publicizing exhibitions in the downstairs exhibit gallery. Branch Library expenditures would decrease by approximately 1.4 percent from the FY 1995-96 original budget, chiefly due to the staffing reductions detailed above.

The budget for purchase of books and materials would decrease by approximately \$805,000 or 17.9 percent, from the original FY 1995-96 budget of \$4,498,000 to the proposed FY 1996-97 budget of \$3,693,000. (The FY 1995-96 book budget was later reduced by \$500,000 to fund Temporary Salaries.) Library administrators state that they expect to receive a donation of \$500,000 for books and materials from the Library Foundation during FY 1996-97, and allocate at least \$100,000 from the Fuhrman Bequest to books and materials, which would reduce the actual decrease in the book budget to \$205,000 from the original FY 1995-96 budget. However, the MOU between the Public Library and the Foundation gives the Foundation discretion over the use of its donations, which are generally targeted to fixed capital needs, so there is no guarantee that such funds would be used for the purchase of books and materials.

Library Management budgeted FY 1996-97 expenditures would increase by approximately \$2.7 million, or 35.8 percent over the original FY 1995-96 budget. However, the proposed budget represents an approximately \$1 million decrease from the revised FY 1995-96 Library Management budget. The Automation Section of the Library Management Division received approximately \$4 million in a FY 1995-96 supplemental appropriation for purchase of computer equipment and technology for the New Main Library. Ongoing financing costs for this automation equipment in FY 1996-97 account for approximately 63 percent, or \$1.7 million, of the \$2.7 million increase in the Library Management budget over the original FY 1995-96 budget. Another 18.1 percent of the Management Division increase, or approximately \$489,000, is due to the increase in custodial, security and automation Temporary Salaries described above. Finally, the opening of the New Main Library has led to substantial increases in charges for utilities.

Comments:

The Mayor's budget provides for an increase of approximately \$2.2 million over the original budget. However, aside from expenditures for financing costs related to automation equipment purchased in FY 1995-96 and increased expenditures for custodial and security services in the New Main Library, most Public Library expenditures are budgeted at the same or lower levels than in FY 1995-96. In order to live within the proposed budget, and in order to avoid a repetition of the overspending that resulted in a \$2.5 million supplemental appropriation that reduced the book budget by \$500,000 in FY 1995-96, the Public Library should develop budgets for each Branch Library and each cost center of the Main Library, the Technical Services Division and the Management Division, and enforce a personnel control system. In the

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **LIB - Public Library**

professional judgment of the Budget Analyst, the Public Library needs to focus on establishing such basic budgetary systems in order to manage its resources responsibly, and in order to prevent further supplemental funding, in FY 1996-97.

The Budget Analyst is not proposing further reductions to the budget of the Public Library, but, in our professional judgment the Public Library can, and should, live within its budgeted expenditures in FY 1996-97 and should not request supplemental funding. The Budget Committee of the Board of Supervisors recently required the Department to submit quarterly reports, comparing actual expenditures with budgeted expenditures (File 101-95-83). In addition, the Public Library was required to submit a detailed ten year projection of revenues and expenses to the Budget Committee by September, 1996. The Public Library should develop budgets for each Branch and cost center of the Main Library, the Technical Services Division and the Management Division to respond accurately to these requirements. Library administrators should use these reports as tools to ensure that the expanded Library services are managed in such a way that they can be sustained within available resources.

Recommendations

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: REC Recreation and Park Commission

Budget Volume: IV
Budget Page: 2595

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$19,894,395	\$26,398,101	\$6,503,706	32.7 %
Other Department Revenue	50,781,313	21,942,364	(28,838,949)	-56.8
Recoveries	308,480	283,080	(25,400)	-8.2
Revenue Transfers	9,784,599	8,050,112	(1,734,487)	-17.7
Dept. General Fund Revenue	24,973,118	24,893,765	(79,353)	-0.3
Supplemental Appropriations				-
Total Sources	\$105,741,905	\$81,567,422	(\$24,174,483)	-22.9 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$55,197,145	\$61,012,552	\$5,815,407	10.5 %
Fac. Maint. / Capital Imp.	40,437,054	12,207,050	(28,230,004)	-69.8
Subtotal - Mayor's Budget	\$95,634,199	\$73,219,602	(\$22,414,597)	-23.4 %
Transferred Expenses	\$9,799,226	\$8,064,740	(\$1,734,486)	-17.7 %
Recoveries	308,480	283,080	(25,400)	-8.2
Supplemental Appropriations				-
Total Uses	\$105,741,905	\$81,567,422	(\$24,174,483)	-22.9 %
Mayor's Listed Positions:				
Permanent	819.00	901.00	82.00	10.0 %
Temporary	101.00	85.36	(15.64)	-15.5
Work Order	3.00	3.00	0.00	0.0
Salary Savings	(41.00)	(38.51)	2.49	-6.1
Project Positions	(43.55)	(51.93)	(8.38)	19.2
Subtotal, Mayor's Budget	838.45	898.92	60.47	7.2 %
Adjustments (FTE):				
Overtime	6.80	6.81	0.01	0.1 %
Project Positions	(75.92)	(61.58)	14.34	-18.9
Supplemental Appropriations	86.00		(86.00)	-100.0
Other Adjustments				-
Total FTE	855.33	844.15	(11.18)	-1.3 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **REC - Recreation and Park Department**

Financial Data:

The Recreation and Park Department's (RPD) proposed \$61,012,552 budget for 1996-97 is \$5,815,407 or 10.5 percent more than the original 1995-96 budget of \$55,197,145. The net increase from the revised 1995-96 budget to the proposed 1996-97 budget is \$5,010,270 or 8.9 percent.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Golden Gate Park	\$5,452,643	\$5,452,643	\$6,187,173
City-wide Park Services	20,128,840	21,182,843	13,077,333
Recreation	4,176,424	4,792,491	5,214,443
Recreation - Children's Baseline	8,462,198	8,462,198	9,099,104
Structural Maintenance	1,119	327,764	5,469,003
Marina Yacht Harbor	1,278,296	1,278,296	1,316,102
Camp Mather	603,895	603,895	643,129
Golf Courses	823,336	823,336	2,480,908
Candlestick Park	6,005,074	4,933,274	6,556,502
Urban Forestry	258,954	258,954	1,850,628
Administration	8,314,846	8,195,068	9,401,307
Subtotal	\$55,505,625	\$56,310,762	\$61,295,632
Interdepartmental Recoveries	(308,480)	(308,480)	(283,080)
Total	\$55,197,145	\$56,002,282	\$61,012,552

Department Revenues:

The Recreation and Park Department's projected other departmental revenues of \$21,942,364 for FY 1996-97 represent a net decrease of \$28,838,949 or 56.8 percent from the FY 1995-96 original budgeted revenues of \$50,781,313. This primarily represents a reduction of \$28,011,058 in one-time revenues from the issuance of bonds in 1995-96. The remaining net reduction in revenues of \$827,891 is primarily the net effect of (a) an increase of \$988,237 in parking revenues, based primarily on an anticipated increase in garage usage at three of the four City-owned garages under the jurisdiction of RPD; (b) an increased allocation of Hotel Tax revenues of \$384,639; (c) new revenues of \$1 million resulting from the Naming Rights Agreement for 3Com Park (such revenues are sequestered by recent amendment to the Annual Appropriation Ordinance that restricted their use to existing or new stadium purposes); (d) a net increase of approximately \$300,000 in Stadium Operator Admissions Taxes and Stadium Rents as the result of an increase in 49ers ticket prices; (e) a reduction of \$2,614,985 in the Open Space revenues resulting primarily from a reduction in the Open Space Fund ending balance; (f) a reduction of \$880,691 based on actual usage of recreational facilities during 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: REC - Recreation and Park Department

Department Expenditures

1. The increase of \$5,815,407 in RPD's proposed budget for FY 1996-97 is the net effect of the following changes: (a) increased salary and fringe benefit costs of \$5,197,304 for 86 positions added through two supplemental appropriation ordinances approved in August, 1995, three new positions requested for FY 1996-97, reduced salary savings and negotiated salary and fringe benefit increases; (b) reduced temporary salaries, offset by increases for the Mayor's 9910 Program, which provides work experience for homeless persons under the supervision of RPD Gardeners, the expansion of summer day camps, and the annualized cost of expenditures included in the above-noted supplemental appropriation requests, for a net reduction of \$721,373 in temporary salaries; (c) an increase in \$619,040 for materials and supplies and other current expenses, which primarily represents the annualized cost of expenditures included in the above-noted supplemental appropriation ordinances and costs related to the 9910 Program; (d) an increased equipment budget of \$316,697, primarily for computer equipment for the conversion from a WANG system to a Local Area Network (LAN) system at RPD; (e) \$251,845 for additional services of the Telecommunications & Information Services Department and the Department of Public Health (DPH); and (f) and \$151,894 in various other increases.

2. 86 positions, which were added by two supplemental appropriations in FY 1995-96, included (a) 54 Recreation Directors and five Swimming Pool Cashier positions converted from temporary to permanent status, plus 7 new Pool Lifeguards, in order to expand swimming pool hours; (b) 3 Gardeners, 1 General Laborer, 1 Operating Engineer and 1 Truck Driver for the formation of an athletic field renovation crew; (c) 4 Custodians for the formation of two mobile custodial crews; (d) 1 Cement Mason, 2 Carpenters, 2 Painters, 2 Plumbers and 1 Iron Worker in order to implement a preventative maintenance program at the City's recreational facilities; and (e) 1 Senior Account Clerk and one MIS Specialist for administrative support.

The two supplemental appropriation ordinances provided \$856,289 in funding for the salaries of these 86 positions. Additionally, \$1,452,642 for the salaries of the 54 Recreation Directors and five Cashier positions converted from temporary to permanent status came from existing budgeted funds for temporary salaries, for a total salary cost of \$2,308,931 for these 86 employees during 1995-96. For FY 1996-97, the budgeted salaries for these 86 positions are \$2,842,830, or an incremental cost of \$533,899 in order to fund these positions for a full year. However, this increase in permanent salaries of \$2,842,830 from the original 1995-96 budget is partially offset by a reduction in temporary salaries of \$1,443,226, for a net increase of \$1,399,604 in salaries from the original FY 1995-96 budget.

The two supplemental appropriations also provided \$236,587 (including \$197,000 for temporary salaries and \$39,587 for fringe benefits) for 17 pay periods, in order to provide approximately 14,000 additional hours of service, including additional programs during school vacation periods, the expansion of summer day camps and the expansion of the Latchkey program, which provides after-school day care for children from ages eight to 12. The proposed budget reflects an increase of \$303,053 in temporary salaries, plus \$60,178 in fringe benefits, or a total of \$363,231, in order to reflect the annualized cost of providing these additional services.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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1996-97

Department: REC - Recreation and Park Department

Additionally, the proposed budget reflects an increase of \$256,828 in materials and supplies and other current expenses in order to annualize the cost of materials and supplies included in the two supplemental appropriation ordinances approved during 1995-96.

3. The proposed budget includes 901 permanent positions, or 82 more than the 819 positions approved in the original FY 1995-96 budget. The changes in personnel include the 86 positions added through the two above-noted supplemental appropriation ordinances and three new Open Space funded positions being requested for FY 1996-97. In addition, the Budget Analyst has identified eight filled positions which were eliminated inadvertently and one new position which duplicates an existing budgeted position. Due to these factors, and because of a reduction in temporary salaries, salary savings and other adjustments, the Mayor's proposed budget reflects an actual reduction of 11.18 FTEs. The Mayor's Office has submitted clerical errors at an additional cost of \$437,787 to restore the eight positions which were eliminated inadvertently. The Budget Analyst is recommending that the duplicated new position be eliminated.

4. The proposed budget includes salary savings for the department in the amount of \$1,496,695, or approximately 4.2 percent of total budgeted salaries of \$35,522,775. This represents a \$209,600 reduction in salary savings from the FY 1995-96 level of \$1,706,295, which was 5.3 percent of budgeted salaries of \$32,365,386. However, the 4.2% salary savings in the Mayor's proposed budget is reasonable based on current expenditure rates. Therefore, the Budget Analyst is not recommending any increase in salary savings.

5. RPD is requesting the addition of three new 3417 Gardener positions in the FY 1996-97 budget which would be funded through the Open Space and Park Renovation Fund. RPD advises that two of these positions would perform work currently being performed by the San Francisco Conservation Corps, a non-profit organization which has provided ten workers to perform gardening duties in the City's natural areas, such as Glen Canyon, Twin Peaks, Mt. Davidson and Lake Merced, for the past three years. This work has been funded by a private donation to the RPD. RPD advises that this donation is scheduled to expire on June 15, 1996. Additionally, two new Gardener positions, who would work with volunteers, are being requested to replace the Corps workers.

In addition, one other new Gardener position is being requested to perform gardening functions at the Polo Field in Golden Gate Park. The Polo Field, which is the largest athletic complex in the City, is currently undergoing renovation in order to expand from four to six soccer playing fields. RPD further reports that there is currently no one permanently assigned to maintain the Polo Field on a regular basis and that, because the fields are used heavily, they deteriorate frequently.

The Budget Analyst is recommending approval of these three new positions for the Open Space Program. The three new positions being requested and their total annual cost are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: REC - Recreation and Park Department

<u>Class</u>	<u>Title</u>	<u>Number</u>	<u>Maximum Annual Salary</u>	<u>FY 1996-97 Budgeted Amount</u>
3417	Gardener	3	\$39,307	\$112,215
	Fringe Benefits			27,156
	Total			\$139,371

6. For FY 1996-97, the Mayor has included \$501,914 in funding for a new program entitled the "9910 Program." The 9910 Program would provide temporary work for homeless persons to perform park maintenance and clean-up activities in Golden Gate Park for a three to four month period. The \$501,914 budget for this program consists of \$373,200 in Temporary Salaries, \$90,314 for fringe benefits, \$15,000 for materials and supplies and \$23,400 for equipment. This budget would provide approximately 46,650 hours of service by three temporary Gardener Assistant Supervisors and 20 temporary workers at an average hourly rate of \$8.00 per hour. The \$15,000 for materials and supplies would pay for gloves, boots, protective clothing, hand tools, rakes and shovels. The \$23,400 for equipment would pay for the rental of trucks for the supervisors and vans to transport the workers. The Budget Analyst is recommending approval of this \$501,914 funding request for the 9910 Program.

7. RPD's proposed FY 1996-97 budget also includes an increase of \$49,166 to fund seven new summer day camps. Three of the additional summer day camps would be held at the Harvey Milk Recreational Arts Building, one at the Clubhouse in Sigmond Stern Grove, one at North Beach Pool, one at Lewis Sutter Playground and one at Saint Mary's Playground. This \$49,166 consists of \$45,600 for temporary salaries and \$3,566 for related mandatory fringe benefits. This would provide an 730 hours of additional programs. The Budget Analyst is recommending approval of this \$49,166 funding request for additional summer day camps.

8. The RPD's proposed equipment budget for FY 1996-97 is \$765,655, an increase of \$316,697 over the original FY 1995-96 budgeted level of \$448,958. RPD's FY 1996-97 equipment budget includes \$209,600 for computer equipment plus \$556,055 to replace old and deteriorating equipment in RPD's Parks Division. The \$209,600 for computer equipment would enable RPD to begin converting from a WANG-based system to a Local Area Network (LAN) system. RPD advises that this equipment would be purchased from Desktop Products, one of the three computer equipment vendors approved by the Purchaser. RPD further advises that the purchase of this computer equipment has been approved by EIPSC. A breakdown of this \$209,600 request is as follows:

<u>Description</u>	<u>No. of Units</u>	<u>Unit Cost</u>	<u>Amount</u>
Personal computer (PC) server	1	\$15,000	\$15,000
PC workstations for General Manager's Office (4), Claims and Workers Compensation Unit (3), Payroll/ Personnel (6), MIS Office (3), Purchasing (1), Finance (8), Recreation Division (12), Parks, Golf and Turf Administration (8), Structural Maintenance and Urban Forestry (5)	50	2,200	110,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: REC - Recreation and Park Department

<u>Description</u>	<u>No. of Units</u>	<u>Unit Cost</u>	<u>Amount</u>
HP Laser Jet Printers for General Manager's Office, Parks Administration, Recreation, Finance and MIS	5	\$3,000	\$15,000
Synoptic hubs for connecting PCs to printers and servers	2	2,200	4,400
Tape drive software	1	1,600	1,600
Microsoft Office Suite software	50	550	27,500
Novell Netware software	1	4,000	4,000
Arcserve software	1	1,100	1,100
Network design by vendor			6,000
Database conversion programming			<u>25,000</u>
Total			\$209,600

9. RPD's proposed FY 1996-97 budget includes increases for services of other departments in the amount of \$251,845, including Telecommunications & Information Services and DPH. Of this amount, \$100,000 would allow DPH to perform lead assessment surveys at 16 of the City's approximately 200 recreational facilities, all of which are required to receive lead assessment surveys by 1997 under legislation previously approved by the Board of Supervisors. The 16 facilities to be surveyed are a portion of the 31 facilities that are considered most likely to pose a lead hazard. Funds in the amount of \$100,000 for lead assessment surveys for the remaining 15 facilities are included in RPD's capital projects budget. Additionally, RPD is requesting an increase of \$85,000 for services of DPH in order to remove hazardous waste dumped by the public in the City's parks.

An additional \$66,845 is being requested for services of Telecommunications & Information Services Department in order to assist in RPD's conversion from WANG to a PC-based system. This additional amount would pay for programming costs associated with converting to PCs, training classes, and system maintenance. Although RPD currently has three MIS positions in its budget, RPD reports that two of these positions are currently vacant. RPD further advises that the conversion to the LAN system requires specialized knowledge of WANG and Cobalt programming which only the Controller's ISD can currently provide at this time.

10. It should be noted that the General Fund Unallocated Revenue to RPD's budget would increase by \$6,503,706 or 32.7 percent, from \$19,894,395 in FY 1995-96 to \$26,398,101 in FY 1996-97. This increase is primarily the result of (a) the transfer of the salaries and fringe benefit costs for 38 positions in the Urban Forestry Program which were funded with one-time surplus Open Space revenues during FY 1995-96 to the General Fund, at an additional cost to the General Fund of \$1,857,000; (b) \$1,738,308 in additional salaries and fringe benefit costs for the 86 positions added through two supplemental appropriation ordinances approved during FY 1995-96; (c) \$620,059 for the annualized cost of expenditures included in the above-noted supplemental appropriation requests; (d) \$551,080 for the 9910 Program and summer day camps; (e) \$181,107 for increased services of other departments; (f) an additional \$337,869 for equipment; (g) \$1,073,861 for negotiated salary and fringe benefit increases; and (h) \$144,422 in other increases.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: REC - Recreation and Park Department

Comment

The Mayor's budget provides for an increase of \$5,815,407. Our recommended reductions, which total \$334,863, would still allow an increase of \$5,480,544 or 9.9 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **REC - Recreation and Park Department**

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>

Citywide Park Services (EAB)

2639	040	Materials and Supplies				\$724,589	\$647,824	\$76,765
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The proposed budget for materials and supplies includes \$182,896 to annualize expenditures included in two supplemental appropriations approved by the Board of Supervisors in August, 1995. However, this amount incorrectly includes a one-time golf facilities maintenance project in the amount of \$50,000 (\$76,765 annualized) that was budgeted under materials and supplies in 1995-96. RPD's capital projects budget includes \$300,000 for golf facilities maintenance for FY 1996-97.

The Budget Analyst is recommending a total reduction of \$111,975 in materials and supplies, which includes this amount of \$75,765 plus a recommended reduction of \$35,210 in the Administration materials and supplies budget. Our total recommended reduction of \$111,975 is \$24,593 less than our recommended reduction of \$136,568 last week.

Recreation (ECB)

2680	005	Temporary Salaries				859,053	758,029	101,024
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The Budget Analyst is recommending the approval of \$49,166 in temporary salaries and fringe benefits for seven new summer day camps, \$363,231 to reflect the annualized cost of temporary salaries and fringe benefits for additional recreational programs included in the above-noted supplemental appropriations, and \$501,914 (which includes \$373,200 for temporary salaries) for the Mayor's new 9910 Homeless Program to provide temporary work in Golden Gate Park to homeless persons. However, RPD's temporary salaries budget is still overbudgeted by \$101,024 because the proposed budget does not fully reflect the annualized savings in temporary salaries related to the conversion of 59 employees previously budgeted from temporary salaries who are now budgeted in permanent salaries.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: REC - Recreation and Park Department

Page No.	Object	Account Title	Position/ Equipment			Number		Amount		Savings
			Number	From	To	From	To	From	To	
2680	013	Mandatory Fringe Benefits Corresponds to reduction in temporary salaries.						\$396,421	\$388,511	\$7,910
<u>Urban Forestry (ECJ)</u>										
2703	001	Permanent Salaries - Misc. * The recommendation for Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						1,216,298	1,168,831	*
2751	001	Stationary Engineer To eliminate a position which duplicates an existing budgeted position in RPD's budget.	7334R	1	0			47,467	0	47,467
2703	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.						333,159	321,672	11,487

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **REC - Recreation and Park Department**

Page		Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>

Administration (EIA)

2707	042	Building and Construction Supplies				\$113,611	\$78,401	\$35,210
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The proposed budget includes an increase of \$105,935 to annualize materials and supplies expenditures included in two supplemental appropriations approved by the Board of Supervisors in August, 1995. However, this amount is overbudgeted because it incorrectly provides additional funding to annualize the cost of a \$69,000 hazardous materials abatement project. The Budget Analyst recommends continued funding for this hazardous materials abatement project in the amount of \$70,725 (\$69,000 plus a cost of living factor) for FY 1996-97, or a reduction of \$35,210 (\$105,935 less \$70,725).

The Budget Analyst is recommending a total reduction of \$111,975 in materials and supplies, which includes this amount of \$35,210 plus our recommended reduction above of \$76,765 in the Citywide Parks Services materials and supplies budget. Our total recommended reduction of \$111,975 is \$24,593 less than our recommended reduction of \$136,568 last week.

2708	060	Equipment Purchase				209,600	154,600	*
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* The recommendation for Equipment Purchase is the total of the following specific recommendations regarding equipment purchases.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: REC - Recreation and Park Department

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
2768	060	PC workstations	RP061R	50	30	\$110,000	\$66,000	\$44,000
2768	060	Office Suite Software	RP065N	50	30	27,500	16,500	11,000

We recommend approval of 30 of the requested 50 new PC workstations and related software packages. This amount would be sufficient to replace 21 WANG terminals and 9 existing PCs which, according to RPD, have the most urgent need for replacement.

The Budget Analyst is withdrawing our previous recommended reduction of \$25,000 for database conversion from WANG to a PC-based system and now recommends approval of that item.

Total Recommended Reductions

\$334,863

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: DPW Public Works

Budget Volume: IIB
Budget Page: 1325

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$16,938,547	\$17,572,182	\$633,635	3.7 %
Other Department Revenue	211,162,833	188,819,404	(22,343,429)	-10.6
Recoveries	95,803,345	60,536,634	(35,266,711)	-36.8
Revenue Transfers	11,922,924	13,586,472	1,663,548	14.0
Dept. General Fund Revenue	1,758,000	1,931,000	173,000	9.8
Supplemental Appropriations				-
Total Sources	\$337,585,649	\$282,445,692	(\$55,139,957)	-16.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$166,310,418	\$173,343,744	\$7,033,326	4.2 %
Fac. Maint. / Capital Imp.	59,888,700	30,655,800	(29,232,900)	-48.8
Subtotal - Mayor's Budget	\$226,199,118	\$203,999,544	(\$22,199,574)	-9.8 %
Transferred Expenses	\$15,583,186	\$17,909,514	\$2,326,328	14.9 %
Recoveries	95,803,345	60,536,634	(35,266,711)	-36.8
Supplemental Appropriations				-
Total Uses	\$337,585,649	\$282,445,692	(\$55,139,957)	-16.3 %
Mayor's Listed Positions:				
Permanent	1,349.56	1,372.12	22.56	1.7 %
Temporary	93.90	104.95	11.05	11.8
Work Order	282.69	286.33	3.64	1.3
Salary Savings	(53.32)	(40.92)	12.40	-23.3
Project Positions	(363.00)	(375.93)	(12.93)	3.6
Subtotal, Mayor's Budget	1,309.83	1,346.55	36.72	2.8 %
Adjustments (FTE):				
Overtime	34.27	34.22	(0.05)	-0.1 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,344.10	1,380.77	36.67	2.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

Financial Data:

The Department of Public Works proposed \$173,343,744 budget for FY 1996-97 is \$7,033,320 or 4.2 percent more than the original FY 1995-96 budget of \$166,310,418. The net decrease from the revised FY 1995-96 budget to the FY 1996-97 budget is \$6,746,466 or 3.7 percent.

Summary of Budgeted Programs:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Mayor's Recommended</u>
BA2 Street and Sewer Repair	\$20,881,143	\$20,881,143	\$20,662,155
BAA Engineering	146,077,244	147,271,881	99,585,967
BAG Construction Management Services	15,166,999	16,482,239	3,860,224
BAM Architecture	12,840,258	13,706,510	9,757,840
BAR Building Repair and Maintenance	23,524,397	23,524,397	24,212,180
BAT Street Use Management	4,964,080	5,396,567	5,141,827
BAX Water Pollution Control	74,659,395	74,659,395	77,301,927
BAY Environmental Reg. and Man.	7,255,069	7,255,069	7,513,179
BAZ Street and Environmental Services	22,024,731	22,024,731	23,703,249
BKJ DPW General Administration	<u>10,192,333</u>	<u>10,192,333</u>	<u>10,707,144</u>
Total All Programs	\$337,585,649	\$341,394,265	\$282,445,692
Less: Transferred Expenses	(15,583,186)	(15,583,168)	(17,909,514)
Recoveries	(95,803,345)	(95,803,345)	(60,536,634)
Fac. Maint./Capital Imp.	<u>(59,888,700)</u>	<u>(49,917,542)</u>	<u>(30,655,800)</u>
Net Departmental Budget	\$166,310,418	\$180,090,210	\$173,343,744

Departmental Organization

The Department of Public Works contains ten Bureaus which are organized under four Divisions as follows:

- Administration
 - Bureau of General Administration
- Engineering
 - Bureau of Architecture
 - Bureau of Engineering
 - Bureau of Construction Management

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- Public Services
 - Bureau of Environmental Regulation and Management
 - Bureau of Street Management
- Operations
 - Bureau of Building repair and Management
 - Bureau of Water Pollution Control
 - Bureau of Street Environmental Services
 - Bureau of Street and Sewer Repair

Department Expenditures:

Labor Costs: Total number of FTEs has been increased from 1,344.1 in the 1995-96 Original Budget to 1,380.8 in 1996-97, and increase of 36.7 positions. Briefly, these changes include:

- the addition of 16 positions in the Bureau of Street Environmental Services to expand Graffiti Abatement operations and street cleaning related to controlled parking activities.
- expanded activities in the Bureau of Engineering to implement the metric system which is mandated by federally-funded roadway projects.
- Increase number of women and minorities into various crafts through apprentice positions.
- the addition of six positions in the Bureau of Water Pollution with the activation of the Southeast Plant Primary Settling and Disinfecting Unit, the Rankin Pump Station, Islais Creek Wet Weather Facilities, the Richmond Transport and expanded portions of the Oceanside Plant.
- an increase of 11.05 temporary positions in various bureaus in order to meet project schedules.

40 new positions and 27 reclassifications and substitutions have been requested by individual DPW Divisions as follows:

Administration

General Administration - One new position, Special Assistant XII, would serve as an administrative coordinator for the Tri-Bureau Division (BOA, BOE and BCM). In addition, six positions have been upgraded and one position downgraded.

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Engineering

Bureau of Architecture - No new positions. However, one position, Architectural Assistant II is to be deleted.

Bureau of Engineering - Seven new positions including four Assistant Civil Engineers, one Assistant Water Purification Engineer, one Assistant Electrical Engineer and one Assistant Mechanical Engineer are proposed. An Assistant Civil Engineer will work on projects to improve City Street infrastructures for pedestrian and vehicular safety. A second Assistant Civil Engineer will coordinate input from public agencies prior to major construction projects as it effects pavement design and implementation. The other two Assistant Civil Engineers will work on hydraulic analyses of sewer systems for replacement. The Assistant Water Purification Engineer will work on major capital projects related to wastewater treatment. The Assistant Electrical Engineer will work on design and trouble shooting on traffic signal systems and support of the Clean Water Program. The Assistant Mechanical Engineer will support Golden Gate Park bond projects, heating and ventilation, plumbing and fire protection systems and earthquake safety improvement to City structures.

Bureau of Construction Management Services- One new position, Management Information Systems Specialist I, would provide important support to the LAN and Wide Area Network (WAN) at the 1680 Mission building. In addition, two positions have been upgraded.

Public Services

Bureau of Environmental Regulations and Management - One new position, Water Services Clerk, will process requests for reduction of sewer service charges and other public related inquiries and requests. In addition, one position has been upgraded and one position has been downgraded.

Bureau of Street Use Management - One new position, Senior Street Inspector, to assist with the expansion of the Undergrounding of Utilities Program and the implementation of a hand held data collection system related to street inspection and utility repairs. In addition, four positions have been upgraded and one downgraded.

Operations

Bureau of Building Repair and Maintenance - Two new positions, Carpenters, will be assigned to work on increased requests received from City departments primarily from the Police and Water Departments. In addition, two positions have been upgraded and two downgraded.

Bureau of Water Pollution Control - Six new positions would be added. Five Stationary Engineer, Sewage Plant positions, would be added to the Operations Division's Rotating Watch crews associated with the Southeast Water Pollution Control Plant. One Senior Water Quality Chemist would be needed to comply with more rigorous Federal requirements as specified in the new discharge permits that call for additional chemical analyses on samples from discharge points in the collection system.

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Bureau of Street Environmental Services - 16 new positions are proposed. Six Environmental Services Trainees (General Fund) would be assigned to Graffiti Abatement in order to expand graffiti removal efforts to a one day per week service schedule and reduce the service scheduling backlog by 50 percent. Three General Laborer and one General Laborer Supervisor positions (General Fund) would expand Workfare supervision and permit weekend and holiday cleanup services to the United Nations and Hallidie Plazas. A second General Laborer (Road Fund) would restore supplemental manual cleaning in downtown and tourist impacted areas on a year-round basis from the current reduced level of seven months a year service cycle. A Truck Driver would restore afternoon tow-away zone mechanical cleaning three times weekly from 3 p.m. to 6 p.m. Finally three Tree Toppers and one Tree Topper Supervisor I would perform deferred tree maintenance and take over the maintenance of palm trees from which funds are currently transferred from the Transportation Authority. In addition, one position has been upgraded and one position downgraded.

Bureau of Street and Sewer Repair - Five new positions are proposed. Two Bricklayer and three Hodcarriers (plus a substitute Hodcarrier as noted below) would comprise two additional brick crews to expand work related to sewer investigations, televising sewers, sewer cleaning, catch basin cleaning sewer trench paving, manhole resetting and related work. In addition, one position has been downgraded.

Comments:

1. The proposed budget includes a 5.5 percent sewer service charge rate increase for residential users and a 5.63 percent rate increase for commercial and industrial users. These rates are lower than originally proposed which were 6.5 percent for residential users and 6.4 percent for commercial and industrial users as a result of action taken by the Board of Supervisors at its May 13, 1996 meeting.

2. The Department advises that several recommended new positions are already budgeted but have not been identified in the Annual Salary Ordinance. As further reported by the Department, some of these positions, called "over ordinance" positions, have not been identified in the Annual Salary Ordinance for over a year. In light of this finding, the Budget Analyst has requested the Director of DPW to advise the Board of Supervisors regarding all positions that are filled but which have not been included in the recommended FY.1996-97 budget. In addition, the Director of DPW should assure the Board of Supervisors that all provisions of the Annual Salary Ordinance are followed so that all positions are properly identified either as the result of being approved in the Annual Salary Ordinance or through the subsequent process of supplemental appropriation approvals by the Board of Supervisors.

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3. The Budget Analyst recommends reduction of expenditures and reservation of funds in each of the DPW's ten Bureaus as follows:

<u>Bureau</u>	<u>Budget Analyst's Recommended Reductions</u>	<u>Budget Analyst's Recommended Reserves</u>
Street and Sewer Repair	\$278,555	\$ 36,000
Engineering	211,137	60,000
Construction Management Services	138,012	35,000
Architecture	48,531	0
Building Repair and Maintenance	152,768	0
Street Use Management	77,225	49,629
Water Pollution Control	1,003,034	623,500
Environmental Regulations and Management	96,613	230,000
Street Environmental Services	166,838	0
General Administration	<u>109,312</u>	<u>0</u>
Total	\$2,282,025	\$1,034,129

4. The recommendations above include General Fund Reductions in the following Bureau and Program:

<u>Bureau and Program</u>	<u>Amount</u>
Street Use Management, Street Use and Mapping	\$ 10,406
Water Pollution Control, Earl P. Mills Community Center	1,000
Street Environmental Services, Graffiti Abatement Program	<u>5,200</u>
Total General Fund	\$16,606

5. In addition, the recommendations above include Gas Tax and Road Fund reductions in the following Bureaus and Programs: -

Street and Sewer Repair, Gas Tax	\$107,009
Street Environmental Services, Road Fund	<u>139,137</u>
Total Gas Tax and Road Fund	\$246,146

6. The combined impact of the General Fund (\$16,606) and the Gas Tax and Road Fund (\$246,146) reductions will reduce General Fund support by a total of \$262,752.

7. The Mayor's budget provides for an increase of \$7,033,326. Our recommended reductions, which total \$2,282,025, will still allow an increase of \$4,751,301, or 2.9 percent in the Department's budget.

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Recommendations:

1. Based on Comment 2 above, the Director of the DPW should submit written documentation to the Budget Committee of the Board of Supervisors verifying that all DPW positions are properly accounted for in the Annual Salary Ordinance.

2. Recommendations of the Budget Analyst for amendment of budget items for the Department of Public Works are provided on the following pages:

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Page			Position/ Equipment	Number	Amount			
No.	Object	Account Title	Number	From	To	From	To	Savings

Bureau of Street and Sewer Repair

Sewer Repair Program (5C AAA AAA)

1361	001	Permanent Salaries - Misc				\$3,588,398	\$3,528,828	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1684	001	Salary Savings	9993M			(87,464)	(147,034)	59,
		Increase salary savings to 4 percent of budgeted salaries to reflect current level of salary expenditures.						
1361	009	Premium Pay				75,746	63,994	11,7
1361	011	Overtime				124,808	118,568	6,2
		Reduce to actual 1995-96 expenditures, annualize and adjusted by a cost of living factor for 1996-1997.						
1361	013	Mandatory Fringe Benefits				866,269	841,896	24,3
		Corresponds to reductions in salaries.						

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Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
1361	035	Other Current Expenses				\$1,359,188	\$1,339,200	\$19,988
		A reduction of 5 percent to reflect actual current expenditures that have been annualized and increased by a cost of living factor.						
<u>Bureau Support Services (2S PWF OHF)</u>								
1363	001	Permanent Salaries - Misc				723,989	709,509	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1685	001	Salary Savings	9993M			0	(14,480)	14,480
		Provide for a 2.5 percent salary savings.						
1363	009	Premium Pay				9,173	7,804	1,369
1363	011	Overtime				10,683	9,458	1,225
		Reduce to actual 1995-96 expenditure, annualized and adjusted by a cost of living factor.						
1363	013	Mandatory Fringe Benefits				163,868	160,112	3,756
		Corresponds to reductions in salaries.						

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1364	027	Professional Services				\$10,000	\$8,000	\$2,000
		Reduce to reflect needs of the Department.						
<u>Street Repair Program (2S GTF RDF)</u>								
1365	001	Permanent Salaries - Misc				1,499,023	1,476,712	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1686	001	Salary Savings	9993M			(63,768)	(86,079)	22,31
		Increase salary savings to 3 percent to reflect current level of salary expenditures.						
1365	005	Temporary Salaries				139,063	133,530	5,53
1365	009	Premium Pay				22,285	16,750	5,53
1365	011	Overtime				53,210	50,550	2,66
		Reduce to actual 1995-96 expenditure, annualized and adjusted by a cost of living factor.						
1365	013	Mandatory Fringe Benefits				526,186	515,996	10,19
		Corresponds to reductions in salaries.						

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Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
1365	027	Professional Services				\$36,000	\$36,000	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$36,000.						
1366	040	Materials and Supplies				250,000	237,500	\$12,500
		Reduce to 1995-96 expenditure level, annualized and adjusted by a cost of living factor for 1996-97.						
1366	060	Equipment Purchase				354,240	305,960	*
		* The recommended reduction in equipment is the total of the following specific recommendation.						
1722	060	Flat Bed Truck, Crew	PW911R	1	0	48,280	0	48,280
		Extend life of seven year old vehicle.						

Interdepartmental Services (1G AGF WOF)

1366	001	Permanent Salaries - Misc				823,137	802,559	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

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Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u> From To	<u>Amount</u> From To	Savings
1687	001	Salary Savings	9993M		(\$23,361) (\$43,939)	\$20,578
		Provide for salary savings at 2.5 percent of total salaries.				
1367	013	Mandatory Fringe Benefits			278,088 271,873	6,215
		Corresponds to reductions in salaries.				

Total Recommended Reductions

\$278,559

Total Recommended Reserves

\$36,000

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<u>Bureau of Engineering</u>							
<u>Pretreatment and User Charge (5C AAA ACP)</u>							
1389	001	Permanent Salaries - Misc			\$730,714	\$694,178	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.					
1688	001	Salary Savings	9993M		0	(36,536)	\$36,536
		Restore salary savings to current year's amount of 5 percent.					
1389	013	Mandatory Fringe Benefits			170,169	161,693	8,476
		Corresponds to reductions in salaries.					
1389	021	Travel			15,901	14,701	1,200
		Reduce to 1995-96 budget adjusted by a cost of living factor.					
1389	024	Membership Fees			7,274	6,900	374
		Reduce to eliminate duplication of budgeted amount in other DPW bureaus.					

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<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
1390	060	Equipment Purchase				\$189,500	\$162,500	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1723	060	Auto w/Two Way Radio	PW627R	1	1	21,000	19,000	\$2,000
		Change to compact auto size instead of mid-size.						
1723	060	Software Upgrade-Autocad	PW629N	1	1	5,000	4,400	600
1723	060	Sftware Upgrade-Microsoft	PW630N	1	1	5,000	4,500	500
1723	060	Engineering Workstation	PW632R	9	9	63,000	52,800	10,200
1723	060	Engineering Workstation	PW633R	3	3	33,000	20,000	13,000
1723	060	11"x17" Laser Printer	PW635 N	2	2	14,000	13,300	700
		Reduce to reflect needs of the Department.						
1390	081	Services by Other Depts.				262,461	254,961	7,500
		Reduce City Attorney services to 1995-96 expenditure level adjusted by \$32,500 for additional work related to the Clean Water Program.						

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Page <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From To</u>	<u>Amount From To</u>	<u>Savings</u>
<u>Bureau Support Services (2S PWF OHF)</u>						
1392	001	Permanent Salaries - Misc			\$1,700,759 \$1,683,492	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				
1689	001	Salary Savings	9993M		(52,878) (70,145)	\$17,267
		Increase one percent from 3 to 4 percent to reflect current year expenditure levels annualized.				
1392	005	Temporary Salaries			246,589 238,289	8,300
		Reduced to actual 1995-96 expenditure level and adjusted for annualization.				
1392	013	Mandatory Fringe Benefits			424,521 420,273	4,248
		Corresponds to reduction in salaries.				
1392	021	Travel			9,500 8,750	750
		Reduce to actual 1995-96 expenditure level.				

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				From	To	From	To	
1392	027	Professional Services				\$94,044	\$94,044	*
		* Reserve \$60,000 pending selection of a contractor and information regarding the MBE/WBE status of the contractor.						
1392	035	Other Current Services				1,014,408	997,608	\$16,800
		Reduction related to reduced need for car rentals which will be needed prior to receiving four replacement autos.						
1393	060	Equipment Purchase				456,000	415,400	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1724	060	Auto w/2 Way Radio	PW601R	1	1	21,000	19,000	2,000
1724	060	Auto w/2 Way Radio	PW603R	2	2	42,000	38,000	4,000
1724	060	Auto w/2 Way Radio	PW611R	1	1	21,000	19,000	2,000
		Reduce to eliminate the cost of two-way radios and to compact auto instead of midsize auto.						

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Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1724	060	Computer Software	PW612N	1	1	\$26,000	\$25,000	\$1,000
1724	060	Computer Software CD-ROM	PW613N	1	1	20,000	18,000	2,000
1724	060	Computer Software Autocad	PW614R	1	1	30,000	29,000	1,000
1724	060	Computer Software Microsoft	PW615R	1	1	20,000	19,000	1,000
1724	060	Network Operating System	PW616R	1	1	25,000	24,000	1,000
1724	060	Eng Workstation Upgrade	PW619R	4	4	28,000	26,400	1,600
1724	060	Eng Workstation/Peripheral	PW620N	8	8	96,000	77,000	19,000
1724	060	Eng Workstation for CAD	PW621R	4	4	44,000	40,000	4,000
1724	060	Color Laser Printer	PW622N	2	2	32,000	30,000	2,000

Reduce the cost of computer equipment and software to reflect actual needs of the Bureau.

Interdepartmental Services (1G AGF WOF)

1398	001	Permanent Salaries - Misc				(106,318)	(138,147)	*
<p>* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.</p>								
1690	001	Assistant Civil Engineer	5204	3.00	2.25	127,316	95,487	31,829
<p>Distribute additional duties and responsibilities to other new and existing personnel.</p>								

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Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u> From To	<u>Amount</u> From To	Savings
1398	013	Mandatory Fringe Benefits			\$45,659 \$37,702	\$7,957
		Corresponds to reductions in salaries.				
1398	021	Travel			15,786 13,486	2,300
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1995-96.				

Total Recommended Reductions

\$211,111

Total Recommended Reserves

\$60,000

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Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Construction Management Services</u>								
<u>Bureau Support Services (2S PWF OHF)</u>								
1419	005	Temporary Salaries				\$134,745	\$130,270	\$4,475
		Reduce to 1995-96 budget adjusted by a cost of living factor.						
1419	022	Training				76,962	73,482	3,480
		Reduce to 1995-96 budget adjusted by a 20 percent increase to expand training programs.						
1419	027	Professional Services				117,000	117,000	*
		* Reserve \$35,000 pending selection of a contractor and information regarding the MBE/WBE status of the contractor.						
1419	035	Other Services				487,198	452,648	34,550
		Reduce to 1995-96 budget adjusted by a cost of living factor.						

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* The recommended reduction in equipment is the total of the following specific recommendations.

Reduce to reflect actual needs
and costs of the Department.

Interdepartmental Services (1G AGF WOF)

(197,993) (201,613) *

* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

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				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
1693	001	Associate Civil Engineer	5206WA	11	10	\$666,902	\$611,262	\$55,640
		Deletion of a position in substitution for the addition of a new 1811 Management Information Systems Specialist I in the Bureau Support Services Unit.						
1421	013	Mandatory Fringe Benefits				93,135	79,448	13,687
		Corresponds to reductions in salaries.						
1421	021	Travel				6,000	5,200	800
		Reduce to 1995-96 budget adjusted by a cost of living factor.						
Total Recommended Reductions								\$138,012
Total Recommended Reserves								\$35,000

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Page			Position/ Equipment		Number	Amount		
No.	Object	Account Title	Number	From	To	From	To	Saving
<u>Bureau of Architecture</u>								
<u>Bureau Support Services (2S OWF OHF)</u>								
1493	001	Permanent Salaries - Misc				\$802,987	\$786,418	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1695	001	Salary Savings	9993M			(23,045)	(39,614)	\$16,5
		Increase salary savings to reflect current level of salary expenditures.						
1493	005	Temporary Salaries				212,408	191,168	21,2
		Reduced 10 percent to reflect actual current expenditures.						
1493	013	Mandatory Fringe Benefits				203,485	199,343	4,12
		Corresponds to reductions in salaries.						
1494	021	Travel				13,802	13,402	40
		Reduce to 1995-96 budget adjusted by a cost of living factor.						

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				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
1494	022	Training				\$80,180	\$76,000	\$4,180
		Reduce to 1995-96 budget adjusted by a 10 percent increase to expand training programs.						
1494	060	Equipment Purchase				415,004	413,004	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1727	060	CNG Mid-Size Auto	PW214	1	1	21,000	19,000	2,000
		Reduce to reflect the purchase of a compact auto instead of midsize auto.						
Total Recommended Reductions								\$48,531

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
<u>Bureau of Building Repair and Maintenance</u>						
<u>Bureau Support Services (2S PWF OHF)</u>						
1511	011	Overtime			\$16,100 \$14,810	\$1,290
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.				
1512	013	Mandatory Fringe Benefits			407,048 406,754	294
		Corresponds to reductions in salaries.				
1640	027	Professional Services			5,000 5,000	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$5,000.				
1512	040	Materials and Supplies			134,925 132,900	2,025
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.				
1513	060	Equipment Purchase			370,000 347,500	*
		* The recommended reduction in equipment is the total of the following specific recommendations.				

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1729	060	Miscellaneous Equipment	PW 401R	1	1	\$30,700	\$29,700	\$1,000
1729	060	One Ton Van	PW 403 R	2	1	41,000	20,500	20,500
1729	060	Softward Miscellaneous	PW 440N	1	1	10,000	9,000	1,000
Reduce cost of equipment items to reflect actual needs of the Department.								
1513	081	Services by Other Depts				803,156	788,156	15,000
Reduce Workers Comp \$15,000 from \$272,213 to \$257,213 reflecting addition of Safety Officer as a substituted position to the Bureau.								
<u>Interdepartmental Services (1G AGF WOF)</u>								
1514	001	Permanent Salaries - Misc				7,418,180	7,327,694	*
* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.								
1701	001	Carpenter	7344WN	1.50	0.75	64,911	32,455	32,456
Department has only justified 1 of 2 additional positions to undertake increased City work load.								
1702	001	Salary Savings	9993M			(130,692)	(188,722)	58,030
Increase salary savings to 2.5 percent reflecting current year's actual amount as projected.								

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u> <u>To</u>	<u>Savings</u>
1514	013	Mandatory Fringe Benefits			\$1,811,705 \$1,790,532	\$21,173
		Corresponds to reductions in salaries.				
Total Recommended Reductions						\$152,768

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Bureau of Street Use Management</u>								
<u>Street Use Management (1G AGF AAP)</u>								
1639	081	Services by Other Depts				\$628,114	\$617,708	\$10,406
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						

Bureau Support Services (2S PWF OHF)

1641	060	Equipment Purchase				69,300	65,300	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1730	060	LAN Workstations	PW151	3	3	12,000	11,400	600
1730	060	LAN Services Software	PW152	1	1	20,000	19,400	600
1730	060	Printer (11" x 17")	PW154	2	2	6,000	5,700	300
1730	060	Modular Furniture	PW155	1	1	10,000	7,500	2,500
		Reduce cost and number of equipment items to reflect actual need of the Department.						

Interdepartmental Services (2S AGF WOF)

1641	001	Permanent Salaries - Misc				1,566,397	1,521,402	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1705	001	Salary Savings	9993M			\$0	(\$44,995)	\$44,995
		Provide for salary saving equal to the amount currently provided.						
1642	013	Mandatory Fringe Benefits				392,900	380,976	11,924
		Corresponds to reductions in salaries.						
1642	060	Equipment Purchase				160,000	154,100	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1730	060	LAN Workstation	PW157N	3	3	12,000	11,700	300
1730	060	Hand Held Computer	PW158N	12	12	48,000	47,400	600
1730	060	Software	PW160N	1	1	15,000	13,500	1,500
1730	060	GIS Workstation	PW163N	1	1	19,000	18,000	1,000
1730	060	GIS Basemap Software	PW164N	1	1	22,000	19,500	2,500
		Reduce cost and number of equipment items to reflect actual need of the Department.						

Total Recommended Reductions

\$77,224

Total Recommended Reserves

\$49,624

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page			Position/ Equipment	<u>Number</u>	<u>Amount</u>			
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Bureau of Water Pollution Control</u>								
<u>Water Pollution Control (5C AAA AAA)</u>								
1646	001	Permanent Salaries - Misc				\$14,765,655	\$14,690,168	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1708	001	Salary Savings	9993M			(697,690)	(773,177)	\$75,487
		Increase salary savings to 5 percent of budgeted salaries to reflect current level of salary expenditures.						
1646	009	Premium Pay				142,050	127,600	14,450
1646	011	Overtime				910,513	819,463	91,050
		A reduction of 10 percent to reflect actual current expenditures.						
1646	013	Mandatory Fringe Benefits				3,654,803	3,612,986	41,817
		Corresponds to reductions in salaries.						
1646	027	Professional Services				453,500	453,500	*
		* Reserve \$383,500 pending selection of contractors and information regarding the MBE/WBE status of the contractors.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
1647	035	Other Current Expenses				\$8,888,967	\$8,444,467	\$444,500
		A reduction of 5 percent to reflect actual current expenditures that have been annualized and increased by a cost of living factor.						
1647	040	Materials and Supplies				8,462,578	8,192,975*	269,603
		Reduce to 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
		* Reserve \$240,000 for additional supplies if an abnormally dry winter occurs.						
1647	081	Services of Other Depts				15,927,254	15,912,004	15,250
		Reduce to reflect updated estimate to perform Clean Water Program audit.						
<u>Earl P. Mills Community Center (1G AGF AAP)</u>								
1650	040	Materials and Supplies				6,959	5,959	1,000
		Reduce to 1995-96 budget adjusted by a cost of living factor.						

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97**

Department: **DPW - Department of Public Works**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Southeast Community Facility (5C AAA ACP)</u>								
1653	040	Materials and Supplies				\$15,170	\$12,370	\$2,800
		Reduce to 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
<u>Bureau Support Services (2S PWF OHF)</u>								
1656	040	Materials and Supplies				75,000	69,500	5,500
		Reduce to 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
<u>Interdepartmental Services (1G AGF WOF)</u>								
1656	001	Permanent Salaries - Misc				706,124	672,756	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1710	001	Senior Sewage Treatment Chemist	2478	1	0.5	66,737	33,369	33,368
		Department's advises that the position will be funded for one-half year.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

Page <u>No.</u>	<u>Object</u>	<u>Account Title</u>	Position/ Equipment <u>Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
1657	013	Mandatory Fringe Benefits			\$173,702	\$165,493	\$8,20
		Corresponds to reductions in salaries.					
Total Recommended Reductions							\$1,003,03
Total Recommended Reserves							\$623,50

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Bureau of Environmental Regulations and Management</u>								
<u>Pretreatment and User Charge (5C AAA AAA)</u>								
1662	001	Permanent Salaries - Misc				\$2,192,282	\$2,145,758	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1711	001	Salary Savings	9993M			(66,411)	(112,935)	\$46,524
		Increase salary savings to 5 percent of budgeted salaries to reflect current level of salary expenditures.						
1662	005	Temporary Salaries				54,995	46,860	8,135
1662	011	Overtime				69,785	62,935	6,850
		Reduce to actual 1995-96 expenditure level adjusted by a 10 percent increase for 1996-97.						
1662	013	Mandatory Fringe Benefits				539,607	526,957	12,650
		Corresponds to reductions in salaries.						
1662	027	Professional Services				537,000	537,000	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$230,000.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPW - Department of Public Works**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1662	040	Materials and Supplies				\$177,500	\$171,621	\$5,879
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
1663	060	Equipment Purchase				367,800	360,500	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1735	060	Work Station Project	PW511R	1	1	45,000	41,200	3,800
1735	060	Misc. Small Lab	PW513N	1	1	15,000	11,500	3,500
		Reduce to reflect needs of the Department.						

Bureau Support Services (2S PWF OHF)

1663	011	Overtime				3,228	2,228	1,000
		Reduced to actual 1995-96 expenditure level and adjusted for annualization.						
1664	022	Training				7,875	6,900	975
1664	040	Materials and Supplies				45,350	38,050	7,300
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						

Total Recommended Reductions

\$96,617

Total Recommended Reserves

\$230,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau of Street Environmental Services</u>								
<u>Street Environmental Services (General Fund Program)</u>								
	040	Materials and Supplies				\$245,000	\$240,600	\$4,400
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
	060	Equipment Purchase				10,000	9,200	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1736	060	Misc. Field Equipment	PW812N	4	4	10,000	9,200	800
		To fit the actual needs of the Department.						

Street Environmental Services (Road Fund)

	001	Permanent Salaries - Misc				8,178,797	8,079,567	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1714	001	General Laborer Supr I	7215N	0.45	0.00	15,386	0	15,386
		The addition of this new position has not been adequately justified by the Department.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1714	001	Salary Savings	9993M			(\$209,755)	(\$293,599)	\$83,844
		Increase Salary Savings to 3.5 percent of total salaries.						
	013	Mandatory Fringe Benefits				2,167,974	2,143,067	24,907
		Corresponds to reductions in salaries.						
	040	Materials and Supplies				420,000	412,500	7,500
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
	060	Equipment Purchase				133,500	131,000	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1736	060	Miscellaneous Equipment	PW808N	4	3	10,000	7,500	2,500
		Reduce to reflect needs of the Department.						
	081	Services by Others				436,429	431,429	5,000
		Reduce \$5,000 for Engineering services to reflect current level of costs.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: DPW - Department of Public Works

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Support Services (2S PWF OHF)</u>								
	060	Equipment Purchase				\$67,000	\$62,500	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1737	060	Phase V LAN Installation	PW805N	1	1	42,000	39,000	3,000
1737	060	LCD Projector & Panels	PW806N	1	1	25,000	23,500	1,500
		Reduce to reflect needs and costs of the Department.						
<u>Interdepartmental Services (2S AGF WOF)</u>								
1666	001	Permanent Salaries - Misc				947,040	932,593	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1716	001	Salary Savings	99943M			(24,411)	(38,858)	14,447
		Increase salary savings from 2.5 to 4.0 percent of total salaries.						
1666	013	Mandatory Fringe Benefits				243,150	239,596	3,554
		Corresponds to reductions in salaries.						

Total Recommended Reductions

\$166,838

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

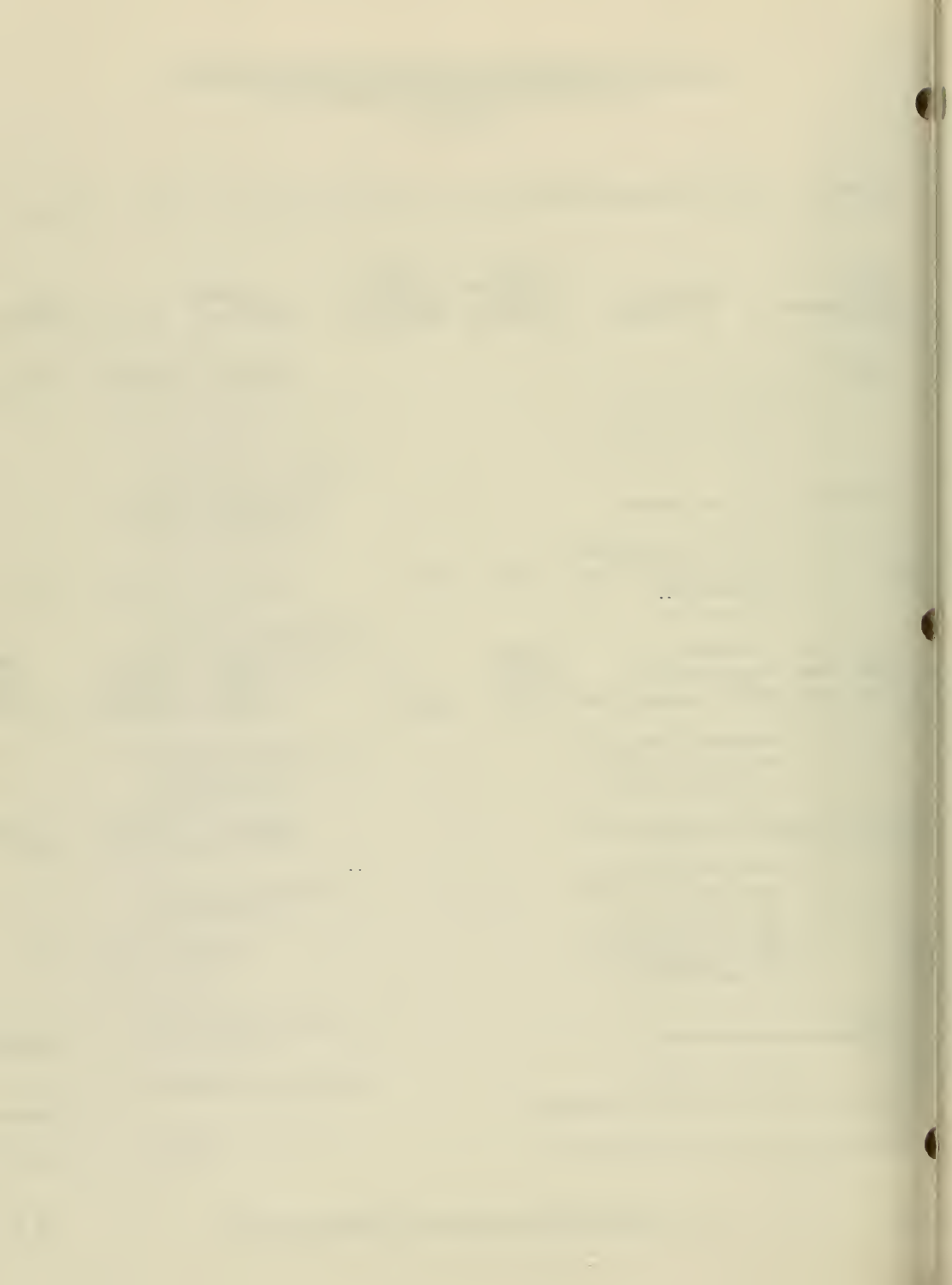
Department: DPW - Department of Public Works

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau of General Administration</u>								
1681	001	Permanent Salaries - Misc				\$6,673,176	\$6,625,895	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1717	001	Special Assistant XII	1371	0.75	0.00	40,990	0	40,990
		The addition of this new position has not been adequately justified by the Department.						
1720	001	Salary Savings	9993M			(115,424)	(121,715)	6,29
		Increase salary savings to reflect current level of salary expenditures.						
1681	005	Temporary Salaries				47,415	43,560	3,85
		Reduced to reflect actual need for temporary help.						
1681	009	Premium Pay				17,891	13,378	4,51
	011	Overtime				40,948	35,948	5,00
		Reduced to reflect current level of expenditure.						
1681	013	Mandatory Fringe Benefits				1,558,752	1,545,689	13,06
		Corresponds to reductions in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPW - Department of Public Works

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1682	022	Training				\$66,766	\$63,766	\$3,000
		Reduce to 1995-96 budget adjusted by a cost of living factor.						
1683	060	Equipment Purchase				274,155	260,905	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1738	060	Gas Detector	PW101	2	1	7,000	3,150	3,850
1738	060	Personal Computer	PW119	4	3	19,600	14,700	4,900
1739	060	Mobile Computer System	PW128	10	9	45,000	40,500	4,500
		Reduce cost and number of equipment items to reflect actual needs of the Department.						
1683	081	Services of Other Dept.				1,150,650	1,131,300	19,350
		Reduce as follows to reflect actual current costs: Controller (\$11,750), City Attorney (\$3,000), Telephone (\$2,600), Mail Service (\$1,000) and Reproduction (\$1,000).						
Total Recommended Reductions								\$109,312
Total Department Recommended Reductions								\$2,282,025
Total Department Recommended Reserves								\$1,034,129



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: DBI Department of Building Inspection

Budget Volume:
Budget Page:

IIA
673

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	\$19,851,098	\$20,471,207	\$620,109	3.1
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	<u>\$19,851,098</u>	<u>\$20,471,207</u>	<u>\$620,109</u>	<u>3.1 %</u>
Mayor's Expenditure Amounts:				
Operating Expenditures	\$18,874,953	\$19,021,049	\$146,096	0.8 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$18,874,953</u>	<u>\$19,021,049</u>	<u>\$146,096</u>	<u>0.8 %</u>
Transferred Expenses	\$976,145	\$1,450,158	\$474,013	48.6 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	<u>\$19,851,098</u>	<u>\$20,471,207</u>	<u>\$620,109</u>	<u>3.1 %</u>
Mayor's Listed Positions:				
Permanent	210.00	218.25	8.25	3.9 %
Temporary				-
Work Order				-
Salary Savings	(13.00)	(13.49)	(0.49)	3.8
Project Positions				-
Subtotal, Mayor's Budget	<u>197.00</u>	<u>204.76</u>	<u>7.76</u>	<u>3.9 %</u>
Adjustments (FTE):				
Overtime	0.95	0.94	(0.01)	-1.1 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	<u>197.95</u>	<u>205.70</u>	<u>7.75</u>	<u>3.9 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DBI - Department of Building Inspection**

Financial Data:

The Department of Building Inspection's proposed \$19,021,049 budget for FY 1996-97 is \$146,096 or 0.8 percent greater than the original FY 1995-96 budget of \$18,874,953. The net increase from the revised FY 1995-96 budget is identical to the original FY 1995-96 budget.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year 1996-97
	<u>Original</u>	<u>Revised</u>	
Department of Building Inspection			
Administrative Services	\$3,261,666	\$3,261,666	\$2,292,722
Inspection Services	9,663,683	9,663,683	10,381,311
Permit Services	<u>6,925,749</u>	<u>6,925,749</u>	<u>7,797,173</u>
Subtotal Expenditures	\$19,851,098	\$19,851,098	\$20,471,207
Less: Transferred Expenses	<u>976,145</u>	<u>976,145</u>	<u>1,450,158</u>
Total Expenditures	\$18,874,953	\$18,874,953	\$19,021,049

Departmental Revenues:

Revenues are from permit fees and inspection services. These include:

Licenses and Fines	\$ 2,625,000	\$ 2,625,000	\$ 3,000,000
Charges for Services	16,949,698	16,949,698	17,389,911
Misc. Income	<u>276,400</u>	<u>276,400</u>	<u>81,296</u>
Total Revenues	\$19,851,098	\$19,851,098	\$20,471,207

Departmental Organization:

Beginning in January of 1995, the Bureau of Building Inspection, which was formerly a part of the Department of Public Works (DPW), became a separate City department as the Department of Building Inspection (DBI). The DBI provides three main services to its clients: plan checking, permit processing, and inspection services. In addition, the DBI enforces the City's Building, Housing, Plumbing, Electrical, and Mechanical Codes. The funds for these services are provided solely by revenues from a Special Fund consisting of permit and license fees and from work orders from other City Departments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DBI - Building Inspection Commission

Department Expenditures:

The Department of Building Inspection (DBI) will begin for the first time in FY 1996-97 to perform its own administrative functions of personnel, payroll, employee safety, purchasing, fiscal management, accounting and the abatement of hazardous materials. Six positions, four new positions and two positions transferred from the DPW, have been requested in its Administrative Services Unit to perform these functions independently. Previously, these funds were provided by the Department of Public Works (DPW). Two position were deleted in the DPW Administration as the result of the requested six new positions in the DBI. Other personnel adjustments in the Administrative Services Unit include the reassignment and upgrading of the two accounting positions transferred from the DPW. The additional four positions are justified because they are consistent with the duties and responsibilities of administrative personnel for other departments of comparable size.

The DBI Inspection Services Unit proposes to add two clerical positions to (1) assist the Building Inspection Commission as it acts to hear appeal cases, (2) assist the Director of DBI with hearings that are no longer administered by the DPW, (3) eliminate backlogs in Housing and Disabled Access complaints and (4) improve customer services at the public service counters. DBI will accelerate efforts to implement a comprehensive computerized system which will allow all inspectors within Construction Services, while in the field, to access property profile and inspection data, without time consuming trips to the main office.

The DBI Permit Services unit proposes to add a Management Information Systems Specialist to improve automation including updating and replacing old computers, on-line access, implementing image based plan checking, permit and complaint tracking and field computers. In addition, a new clerical position would provide staff support to the newly created Unreinforced Masonry Building (UMB) Appeals Board and lend support to improving customer services at both the Permit and Inspection counters. DBI will continue to develop its Work Flow Information System Enhancements to incorporate Imaged Based Plan Review and to continue to place its microfilm records and paper records on an image based system.

Comments:

1. The proposed budget provides for a 3.8 percent increase in salary savings from 13 .0 positions to 13.5 positions. DBI advises that the Administration unit has 20.25 positions with a 2.2 position vacancy rate, the Inspection Services unit has 111.5 positions with a 3.1 position vacancy rate and the Permits Services unit has 84.5 positions with a 8.2 position vacancy rate. Based on the 111.5 positions in the Inspection Services unit, the Budget Analyst is recommending an increase in salary savings of 1.4 positions from 3.1 to 4.5 positions.

2. The Budget Analyst is recommending deletion of three new positions, two Senior Clerk Typists in the Administration Services and Inspection Services Units respectively and the Management Information Systems Specialist II in the Permit Services Unit which have not been adequately justified. The Budget Analyst is recommending approval of seven new positions including six new positions in the Administration Services Unit in conjunction with the new administrative responsibilities previously described and one new Senior Clerk Typist to assist with the added duties and responsibilities related to the Charter Amendment.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DBI - Department of Building Inspection

Page			Position/ Equipment	Number		Amount			
No.	Object	Account Title	Number	From	To	From	To	Saving	

Administrative Services (BAN)

688	001	Permanent Salaries - Misc				\$1,059,024	\$1,036,497	*
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* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

694	001	Senior Clerk Typist	1426N	1.50	0.75	45,054	22,527	\$22,527
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The addition of this new position has not been adequately justified by the Department.

694	001	Senior Accountant	1652S	(1.00)	0.00	(45,414)	(4,013)	(41,401)
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694	001	Principal Accountant	1654N	0.75	0.00	41,401	0	41,401
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To disapprove upward reclassification which has not yet been approved by the Director of Human Resources.

688	013	Mandatory Fringe Benefits				246,714	241,466	5,248
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Corresponds to reductions in salaries.

688	021	Travel				10,839	8,664	2,175
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688	025	Entertainment/Promotion				500	150	350
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Reduce to actual 1995-96 expenditure, annualized and adjusted by a cost of living

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **DBI - Department of Building Inspection**

Page			Position/ Equipment	Number		Amount			
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>	
<u>Inspection Services (BIS)</u>									
690	001	Permanent Salaries - Misc				\$6,608,545	\$6,469,261	*	
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
695	001	Senior Clerk Typist	1426N	1.50	0.75	45,054	22,527	\$22,527	
		The addition of this new position has not been adequately justified by the Department.							
696	001	Salary Savings	9993M			(189,139)	(305,896)	116,757	
		Provide for a 4.5 percent salary savings instead of 2.8 percent related to current rate of staff turnover.							
690	013	Mandatory Fringe Benefits				1,502,264	1,470,786	31,478	
		Corresponds to reductions in salaries.							
690	027	Professional Services				300,000	300,000	*	
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$300,000.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DBI - Department of Building Inspection**

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
690	060	Equipment Purchase				\$353,000	\$284,400	*
		* The recommended reduction in equipment is the total of the following specific recommendation.						
700	060	Laptop Personal Computers	BI002N	45	40	292,500	234,000	\$58,500
700	060	Software Upgrade Kits	BI003N	45	40	22,500	18,000	4,500
700	060	Portable Printers	BI004N	45	40	18,000	14,400	3,600
700	060	Radio Base Station	BI005N	1	1	20,000	18,000	2,000
		Reduce to reflect actual needs and costs of the Department.						

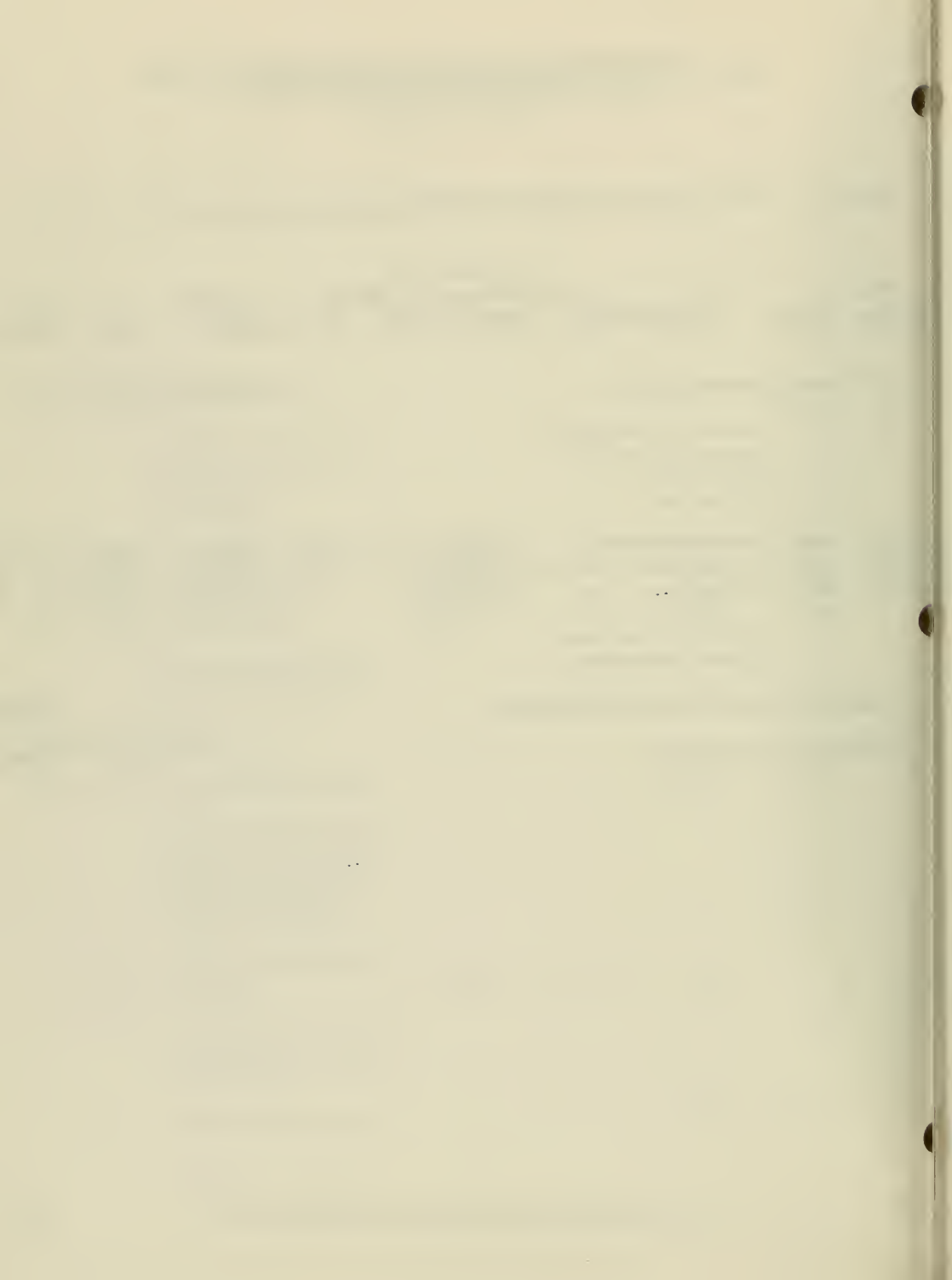
Permit Services (BPS)

692	001	Permanent Salaries - Misc				4,002,131	3,970,889	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
697	001	Management Info Systems Specialist II	1818N	0.75	0.00	31,242	0	31,242
		The addition of this new position has not been adequately justified by the Department.						
692	013	Mandatory Fringe Benefits				975,976	968,478	7,498
		Corresponds to reductions in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DBI - Department of Building Inspection

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>		<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Number</u>		<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
692	060	Equipment Purchase					\$265,000	\$227,100	*
		* The recommended reduction in equipment is the total of the following specific recommendation.							
701	060	Desk Top Machines	BI001N	40	36		160,000	129,600	\$30,400
701	060	GB Optical Disk Juke Box	BI002N	1	1		80,000	75,000	5,000
701	060	Imaging Server	BI003N	1	1		25,000	22,500	2,500
		Reduce to reflect actual needs and costs of the Department.							
Total Recommended Expenditure Reductions									\$346,302
Total Recommended Reserves									\$300,000



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: AIR Airport

Budget Volume: IIA
Budget Page: 553

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue Recoveries	205,903,137	273,104,617	67,201,480	32.6
Revenue Transfers	71,046,531	52,804,835	(18,241,696)	-25.7
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$276,949,668	\$325,909,452	\$48,959,784	17.7 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$211,038,698	\$246,172,651	\$35,133,953	16.6 %
Fac. Maint. / Capital Imp.	7,141,632	6,992,927	(148,705)	-2.1
Subtotal - Mayor's Budget	\$218,180,330	\$253,165,578	\$34,985,248	16.0 %
Transferred Expenses	\$58,770,338	\$72,743,874	\$13,973,536	23.8 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$276,950,668	\$325,909,452	\$48,958,784	17.7 %
Mayor's Listed Positions:				
Permanent	1,266.00	1,328.06	62.06	4.9 %
Temporary	37.00	49.41	12.41	33.5
Work Order				-
Salary Savings	(35.00)	(28.22)	6.78	-19.4
Project Positions	(148.00)	(169.00)	(21.00)	14.2
Subtotal, Mayor's Budget	1,120.00	1,180.25	60.25	5.4 %
Adjustments (FTE):				
Overtime	19.06	20.19	1.13	5.9 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,139.06	1,200.44	61.38	5.4 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airports Commission

Financial Data:

The Airports Commission's proposed \$246,172,651 operating budget for FY 1996-97 is \$35,133,953 or 16.6 percent more than the original FY 1995-96 budget of \$211,038,698. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$34,257,467 or 16.2 percent.

Summary of Budgeted Programs:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	<u>Standardized</u>
Administration, Business	\$132,411,582	\$132,497,929	\$160,695,885
Safety & Security	48,831,807	49,548,177	53,647,120
Facilities Maintenance, Construction	54,126,911	54,200,680	59,941,097
Non-Program	41,580,368	41,580,368	51,625,350
Subtotals	\$276,950,668	\$277,827,154	\$325,909,452
Less Fac. Maint./Capital Imp.	(\$7,141,632)	(\$7,141,632)	(\$6,992,927)
Less Transferred Expenses	(58,770,338)	(58,770,338)	(72,743,874)
Total	\$211,038,698	\$211,915,184	\$246,172,651

Department Revenue and Fee Charges

Airport revenues are projected to be \$238,411,461 (\$273,104,617 including use of an existing fund balance) in FY 1996-97, which is \$32,508,324 or 15.8 percent more than the original revenue estimate of \$205,903,137 for FY 1995-96. Major incremental increased amounts are in Airline Landing Fees (\$9,431,931), Car Rental Revenue (\$2,611,000), the Superbay Hangar Rental (\$4,226,000), and the Parking Garage (\$11,950,000).

Department Personnel Changes

The budgeted number of FTEs increases by a total of 60.25, from 1,120 in FY 1995-96 to 1,180.25 in FY 1996-97. The net increase of 60.25 positions results from 33 new bond fund and operating fund positions being approved in a supplemental appropriation request in April of 1996, an increase of 6.06 bond-funded positions, a decrease of 6.78 FTE in salary savings, an increase of 12.41 FTE in temporary positions and two new positions requested in the proposed FY 1996-97 budget. Further, an increase of 1.13 FTE in Overtime funding, from 19.06 FTE in FY 1995-96 to 20.19 FTE in FY 1996-97, results in a total FTE increase of 61.38 (60.25 plus 1.13) for the Department. The increases result from the implementation of the Airport's Master Plan. The Airport's allocation of its personnel, by program, for fiscal years 1995-96 and 1996-97 is as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

<u>Department Program</u>	FY 1995-96 <u>Position Count</u>	FY 1996-97 <u>Position Count</u>
Admin. Business & Finance		
Regular	112.17	114.20
Programmatic	22.00	31.86
Bond-funded Projects	<u>22.00</u>	<u>22.00</u>
Subtotal	156.17	168.06
Safety and Security		
Regular	410.01	416.00
Programmatic	14.00	25.00
Bond-funded Projects	<u>7.00</u>	<u>10.00</u>
Subtotal	431.01	451.00
Facility Maint-Constr. & Planning		
Regular	540.82	554.00
Programmatic	19.00	19.00
Bond-funded Projects	<u>119.00</u>	<u>136.00</u>
Subtotal	678.82	709.00
Total	1,266.00	1,328.06

Recapitulation

<u>Department Program</u>	FY 1995-96 <u>Position Count</u>	FY 1996-97 <u>Position Count</u>	<u>Position Change</u>
Regular Operations	1,063.00	1,084.20	21.20
Programmatic	55.00	75.86	20.86
Bond-funded Projects	<u>148.00</u>	<u>168.00</u>	<u>20.00</u>
Total	<u>1,266.00</u>	<u>1,328.06</u>	<u>62.06</u>

The Department's two new operating fund positions, reclassifications, and substitutions are shown in the following page.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: AIR - Airport Commission

New Positions Requested

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request</u>		<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
		<u>Number of Positions</u>	<u>Amounts Budgeted</u>		
7346	Painter	2.00	\$95,369	2.00	\$95,369
Subtotal New Positions		2.00	\$95,369	2.00	\$95,369

Position Reclassifications and Substitutions

5227	Junior Transport Engineer BGG	(1.00)	(\$46,510)	(1.00)	(\$46,510)
5228	Assistant Transport Engineer BGG	1.00	50,530	1.00	\$51,548
1721	Senior Data Entry Operator BGG	(2.00)	(57,229)	(2.00)	(69,739)
7318	Electronic Maintenance Tech BGG	(1.00)	(64,806)	(1.00)	(64,806)
5264	Airport Noise Abatement Tech BGG	3.00	150,179	3.00	150,179
9204	Airport Communications BGG	(1.00)	(54,520)	(1.00)	(54,520)
1372	Special Assistant BGG	1.00	71,436	1.00	71,436
9207	Airport Property Specialist BGF	(2.00)	(134,780)	(2.00)	(134,780)
9208	Director of Airport Property BGF	(1.00)	(81,432)	(1.00)	(81,432)
9255	Airport Economic Planner BGF	3.00	220,728	3.00	220,728
7110	Mobile Equipment Asst. Supv. BGH	(1.00)	(59,351)	(1.00)	(59,351)
7210	Mobile Equipment Supv. BGH	1.00	62,327	1.00	62,327
1450	Executive Secretary BGF	(1.00)	(43,820)	(1.00)	(44,109)
1452	Executive Secretary BGF	1.00	45,864	1.00	46,741
7308	Cable Splicer BGG	(1.00)	(57,320)	(1.00)	(62,953)
9205	Airport Communications Coord BGG	1.00	69,739	1.00	69,739
1377	Special Assistant BGH	(1.00)	(103,043)	(1.00)	(103,982)
9270	Deputy Director BGF	1.00	113,117	1.00	113,117
1374	Special Assistant BGF	(1.00)	(79,527)	(1.00)	(95,735)
1374	Special Assistant BGF	1.00	82,710	1.00	82,710
Subtotal Reclassifications and Substitutions		0.00	\$84,292	0.00	\$50,611
Changes due to new positions and to Reclass. and Substitutions		2.00	\$179,661	2.00	\$145,900

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

Department Expenditures

The major changes in the Department's budget are as follows:

Labor Costs increase by \$4,258,160, from \$71,679,025 to \$75,937,185, due to the net increase of 61.38 FTEs and salary increases.

Other Current Expenses increase by \$3,093,286, from \$19,904,485 to \$22,997,771, due to increased power usage required by the Master Plan construction projects.

Debt Service increases by \$23,722,760, from \$63,704,752, to \$87,427,512, due to the issuance of additional revenue bonds to fund projects implementing or supporting the Master Plan.

Professional and Specialized Services increases by \$2,838,437, from \$3,597,898 to \$6,436,335 due to Environmental Impact Reports and studies required for implementation of the Master Plan.

Comments:

1. The Airport has budgeted a \$14.1 million revenue transfer to the City's General Fund from the Airport's concession revenues for FY 1996-97. The \$14.1 million revenue transfer is net of a \$4.9 million payment in principal and interest owed the Airport by the City in FY 1996-97 for the FY 1992-93 advance of \$25 million to the City by the Airport. In FY 1995-96, the Airport's revenue transfer to the City was \$12.9 million, net of a \$4.1 million payment to the Airport on the FY 1992-93 advance of \$25 million. Although for FY 1996-97, the gross concession revenues available for transfer to the City amount would have been \$19.0 million, for the reasons stated above, \$4.9 million less or \$14.1 million will actually be transferred to the City's General Fund in FY 1996-97.

2. The Airport is budgeting approximately \$39.0 million to pay for services received from other City departments including fire protection, medical services, computer systems support, and toxics control services. The comparable amount in FY 1995-96 was \$39.2 million.

3. The Airport is in the first phase of the construction of the \$2.4 billion Master Plan program. Construction work including the pile-driving operation, utility relocation, and soil remediation is underway. The major projects in the Near Term Master Plan include the new International Terminal, Airport Rail Transit Operating System, two multileveled parking garages, elevated circulation roads, and cargo, maintenance, and support facilities. In addition, the Airport is working with the Bay Area Rapid Transit (BART) System to bring BART to the Airport. The new tenant and employee parking facility, one of the first major Master Plan projects, will be completed and begin operation in October of 1996.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

4. According to the Airport's Finance Office, to date, the Airport, through its Master Plan, has awarded \$559 million in design and construction contracts and created more than 1,200 professional services and construction jobs. The Airport plans to award close to \$1 billion in contracts and generate in excess of 5,000 Master Plan related jobs by the end of 1996.

5. The Mayor's budget provides for an increase of \$35,133,953. Our recommended reductions, which total \$1,571,925 will still allow an increase of \$33,562,028 or 15.9 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From	To	Savings
<u>Administration (BGF)</u>							
572	001	Permanent Salaries - Misc.			\$5,702,703	\$5,642,703	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.					
645	001	Salary Savings - Misc.	9993M		(216,375)	(276,375)	\$60,000
		To increase salary savings by approximately 1 FTE, which will result in salary savings of approximately 4.82 FTE for this program. FY 95-96 salary savings in this program are 6.00 FTE.					
572	013	Mandatory Fringe Benefits			1,815,038	1,800,038	15,000
		Corresponds to reduction in salaries.					
572	025	Entertainment & Promotion			93,500	73,500	20,000
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.					

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

Page <u>No.</u>	<u>Object</u>	<u>Account Title</u>	Position/ Equipment	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
572	052	Taxes, Licenses & Permits Reduce to reflect the Department's updated requirements.			\$1,111,673	\$789,748	\$321,92
573	070	Debt Service Reduce to reflect the Department's updated requirements.			87,427,512	86,427,512	1,000,00
573	081	Services of Other Depts. To reduce funding for Insurance & Risk Management in accordance with Risk Manager's recommendation.			22,024,048	22,014,048	10,00
577	022	Training Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.			45,000	40,000	5,00
580	022	Training Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.			10,000	5,000	5,00

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

Page <u>No.</u>	<u>Object</u>	<u>Account Title</u>	Position/ Equipment	<u>Number</u>	<u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
585	022	Training					\$11,000	\$6,000	\$5,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.							

Security and Safety (BGG)

588	001	Permanent Salaries - Misc.					10,995,009	10,935,009	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							
651	001	Salary Savings - Misc.	9993M				(542,462)	(602,462)	60,000
		To increase salary savings by approximately 1 FTE, which will result in salary savings of approximately 15.44 FTE. FY 95-96 salary savings in this program are 16.00 FTE.							

588	013	Mandatory Fringe Benefits					5,779,945	5,764,945	15,000
		Corresponds to reduction in salaries.							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
594	021	Travel				\$10,000	\$5,000	\$5,000
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						
588	022	Training				46,070	41,070	5,000
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						
595	025	Entertainment & Promotion				120,000	110,000	10,000
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						
592	025	Entertainment & Promotion				180,000	170,000	10,000
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97...						

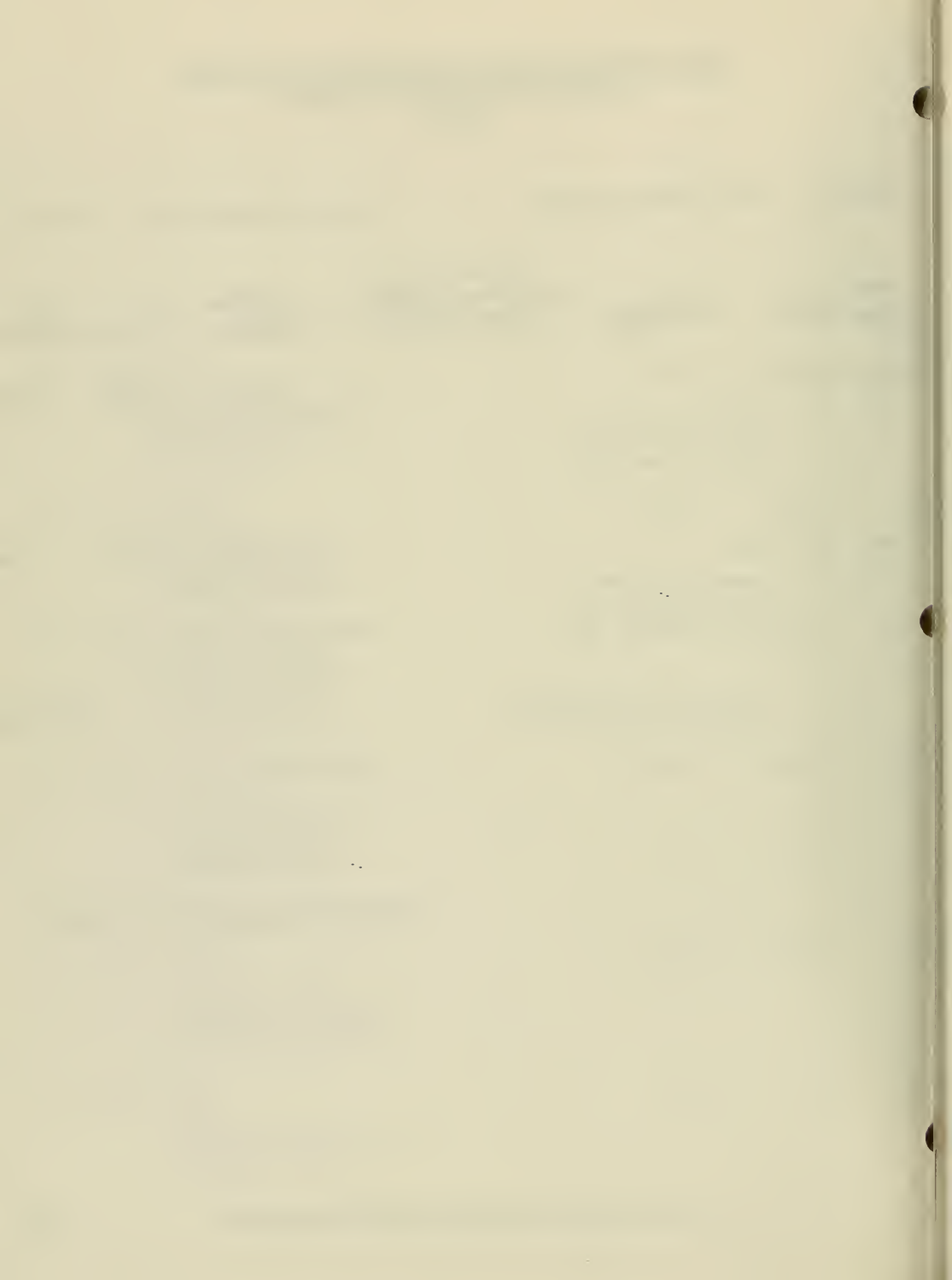
Facilities, Maintenance, Construction (BGH)

598	022	Training				80,430	75,430	5,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
603	021	Travel				15,000	5,000	10,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AIR - Airport Commission

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u> <u>Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
603	022	Training Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996- 97.				\$6,000	\$1,000	\$5,000
606	021	Travel Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996- 97.				9,800	4,800	5,000
Total Recommended Reductions								<u>\$1,571,925</u>



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: PRT Port

Budget Volume:
Budget Page:

IIA
897

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue	\$32,593,165	\$33,944,921	\$1,351,756	4.1
Recoveries				-
Revenue Transfers		290,700	290,700	-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$32,593,165	\$34,235,621	\$1,642,456	5.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$30,728,581	\$32,243,206	\$1,514,625	4.9 %
Fac. Maint. / Capital Imp.	391,000	290,700	(100,300)	-25.7
Subtotal - Mayor's Budget	\$31,119,581	\$32,533,906	\$1,414,325	4.5 %
Transferred Expenses	\$1,473,584	\$1,701,715	\$228,131	15.5 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$32,593,165	\$34,235,621	\$1,642,456	5.0 %
Mayor's Listed Positions:				
Permanent	206.00	210.80	4.80	2.3 %
Temporary	0.00	0.34	0.34	-
Work Order				-
Salary Savings	(10.00)	(8.56)	1.44	-14.4
Project Positions				-
Subtotal, Mayor's Budget	196.00	202.58	6.58	3.4 %
Adjustments (FTE):				
Overtime	2.76	3.08	0.32	11.6 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	198.76	205.66	6.90	3.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PRT - Port Commission

Financial Data:

The proposed \$32,243,206 operating budget for FY 1996-97 is \$1,514,625 or 4.9 percent more than the original FY 1995-96 budget of \$30,728,581. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is \$1,509,625 or 4.9 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Tenant and Maritime	\$4,268,207	\$4,268,207	\$4,625,746
Planning and Development	782,672	782,672	1,135,484
Marketing	634,490	634,490	647,021
Facilities and Operations	8,993,993	8,993,993	10,179,584
Administration	<u>15,315,583</u>	<u>15,320,583</u>	<u>15,043,898</u>
Total Expenditures	<u>\$29,994,945</u>	<u>\$29,999,945</u>	<u>\$31,631,733</u>
Budgetary Reserves	\$733,636	\$733,636	\$611,473
Total Budget	\$30,728,581	\$30,733,581	\$32,243,206

In addition to its operating budget amount of \$32,243,206 for FY 1996-97, the Port has budgeted a total of \$1,701,715 including \$1,165,015 to reimburse the Fire Department for the operation of the fire boat, \$290,700 for Facilities Maintenance/Capital Projects, and a \$246,000 transfer to the Department of Parking and Traffic for services provided on Port property.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PRT - Port Commission

Department Revenue and Fee Changes

Budgeted revenues increase by a total of \$1,351,756 as follows:

	<u>FY 1995-96</u>	<u>FY 1996-97</u>	<u>Increase (Decrease)</u>
Tenant & Maritime Services			
<i>Commercial Rentals</i>	\$20,706,567	\$22,122,000	\$1,415,433
<i>Ship Repair Services</i>	1,510,000	1,540,000	30,000
<i>Fishing Services</i>	946,500	1,211,700	265,200
<i>Rental Parking</i>	2,190,700	2,096,000	(94,700)
<i>Parking Stalls</i>	338,600	441,000	102,400
<i>Parking Meter Collections</i>	1,011,400	1,018,300	6,900
<i>Cargo Services</i>	1,306,200	1,221,500	(84,700)
<i>Commercial Power Service</i>	800,000	723,300	(76,700)
<i>Harbor Services</i>	621,000	630,700	9,700
<i>Cruise Services</i>	653,200	509,200	(144,000)
<i>Miscellaneous Receipts</i>	95,000	95,000	0
<i>Other Marine Services</i>	468,000	448,400	(19,600)
Subtotal	\$30,647,167	\$32,057,100	\$1,409,933
Planning and Development	0	0	0
Marketing	55,000	200,000	145,000
Facilities & Operations	270,000	170,000	(100,000)
Administration			
<i>Interest Earned</i>	\$1,515,998	\$1,458,821	\$(57,177)
<i>Other Revenues</i>	105,000	59,000	(46,000)
Subtotal	\$1,620,998	\$1,517,821	\$(103,177)
Total	<u>\$32,593,165</u>	<u>\$33,944,921</u>	<u>\$1,351,756</u>

Increased revenues from commercial rentals are due largely to new and renegotiated leases. Increased revenues from fishing services will result from the lease-up of the Fisherman's Wharf Seafood Center at Pier 45, which is expected to reach 90% occupancy by July of 1996.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PRT - Port Commission**

Department Personnel Changes

The budgeted number of permanent positions increases by a total of 5, from 206 in FY 1995-96 to 211 in FY 1996-97, due to 5 new position requests. The number of full-time equivalent positions, which takes into account salary savings, temporary positions, and overtime, increases by 6.9 FTEs, from 198.76 positions in FY 1995-96 to 205.66 in FY 1996-97. The Port's proposed new positions are as follows:

<u>Name</u>	<u>Classification</u>	<u>No. of Positions</u>	<u>Salary At Top Step</u>	<u>Total Salaries</u>
<u>New Positions</u>				
Senior Management Assistant	1844	1	\$54,914	\$54,914
Senior Payroll Clerk	1222	1	45,179	45,179
Principal Administrative Analyst	1824	1	69,426	69,426
MIS Specialist III	1819	1	61,439	61,439
Senior Personnel Analyst	1244	<u>1</u>	59,691	<u>59,691</u>
Total		5		\$290,649

The proposed position changes would result in the following personnel allocations, by program, for the Port of San Francisco.

<u>Program</u>	<u>FY 1995-96 Position Count</u>	<u>FY 1996-97 Position Count</u>	<u>Change</u>
Tenant & Maritime Services	24	24	0
Planning & Development	10	10	0
Marketing	6	7	1
Facilities & Operations	121	121	0
Administration	<u>45</u>	<u>49</u>	<u>4</u>
Total	206	211	5

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PRT - Port Commission

<u>Department Expenditures</u>	FY 1995-96:	\$29,994,945	FY 1996-97:	\$31,631,733
	Increase of:	\$1,636,789		

The major changes in the Department's budget are as follows:

Electric, heat, and water costs increase by \$176,100, from \$1,224,000 to \$1,400,100, because of additional utility expense for Fisherman's Wharf Seafood Center, Roundhouse Plaza, and Pier 80 reefer facility.

Judgment & Claims and litigation costs decrease by \$464,546, from \$644,546 to \$180,000. Funding for these costs in FY 1995-96 included a significant, one-time settlement by the Port that should not occur in FY 1996-97.

CAO Insurance decreases by \$115,000, from \$950,000 to \$835,000, due to the renewal of insurance premiums to lower cost.

Workers Compensation increases by \$175,000, from \$225,000 to \$400,000, based on FY 1995-96 actual costs of \$370,000.

Comments:

1. The Port Commission approved the draft Waterfront Land Use Plan in January of 1995. On May 24, 1996, the draft Environmental Report (EIR) was published for the Plan. The final EIR is expected to be certified at the end of 1996, at which time the Port will seek approvals for the Waterfront Land use Plan from the Port Commission, the Planning Commission and the Board of Supervisors.

2. Renovation of the Pier 45 Seafood Center at Fisherman's Wharf was completed in 1995-96 at a cost of \$14 million and includes new utilities, a seismic upgrade and a new wastewater system that will help protect San Francisco Bay. The Commercial Fish Center at Pier 45 supplies quality seafood to local, regional and world markets, and according to the Port, is a model for modern fish processing facilities throughout the United States. Already nearly completely leased, the Pier 45 Seafood Center represents a growing source of revenue for the Port. Fishing services revenues are projected to increase 28% in FY 1996-97 to \$1,211,700.

3. The Port reports that it has reserves as of May 11, 1996, as follows:

Revenue Bond Reserve Fund:	\$5,361,000
Operating Fund:	\$9,029,287

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department:

PRT - Port Commission

4. The budget for Workers Compensation has increased from \$225,000 in FY 1994-95 and FY 1995-96 to \$400,000 in FY 1996-97 based on actual experience in FY 1994-95 of \$373,728 and estimated costs of \$374,000 in FY 1995-96. Port management reports that the Department is working to reduce these costs. The Port hired a Safety Officer (November 1995), revised the Industrial Injury Prevention Program, is holding safety meetings regularly, and is actively monitoring cases with workers compensation investigators, reviewing monthly billings and identifying and eliminating safety hazards. Port management further reports that the incident rate has begun to decrease in response to those efforts and that a corresponding decrease in costs is expected.

5. The Mayor's budget provides for an increase of \$1,514,625. Our recommended reductions, which total \$190,308 will still allow an increase of \$1,324,317 or 4.3% in the Department's budget.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: PRT - Port Commission

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Administration (BKO)</u>								
917	021	Travel				\$25,660	\$16,660	\$9,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
917	022	Training				57,750	50,000	7,750
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
918	081	Services of Other Depts.				2,328,881	2,293,881	35,000
		To reduce Risk Management funding in accordance with Risk Manager's requirements.						
<u>Planning and Development (BKW)</u>								
922	001	Permanent Salaries - Misc.				585,902	529,056	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
938	001	Planner III	5280S	2	1	113,692	56,846	56,846
		To deny a requested substitution not sufficiently justified.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

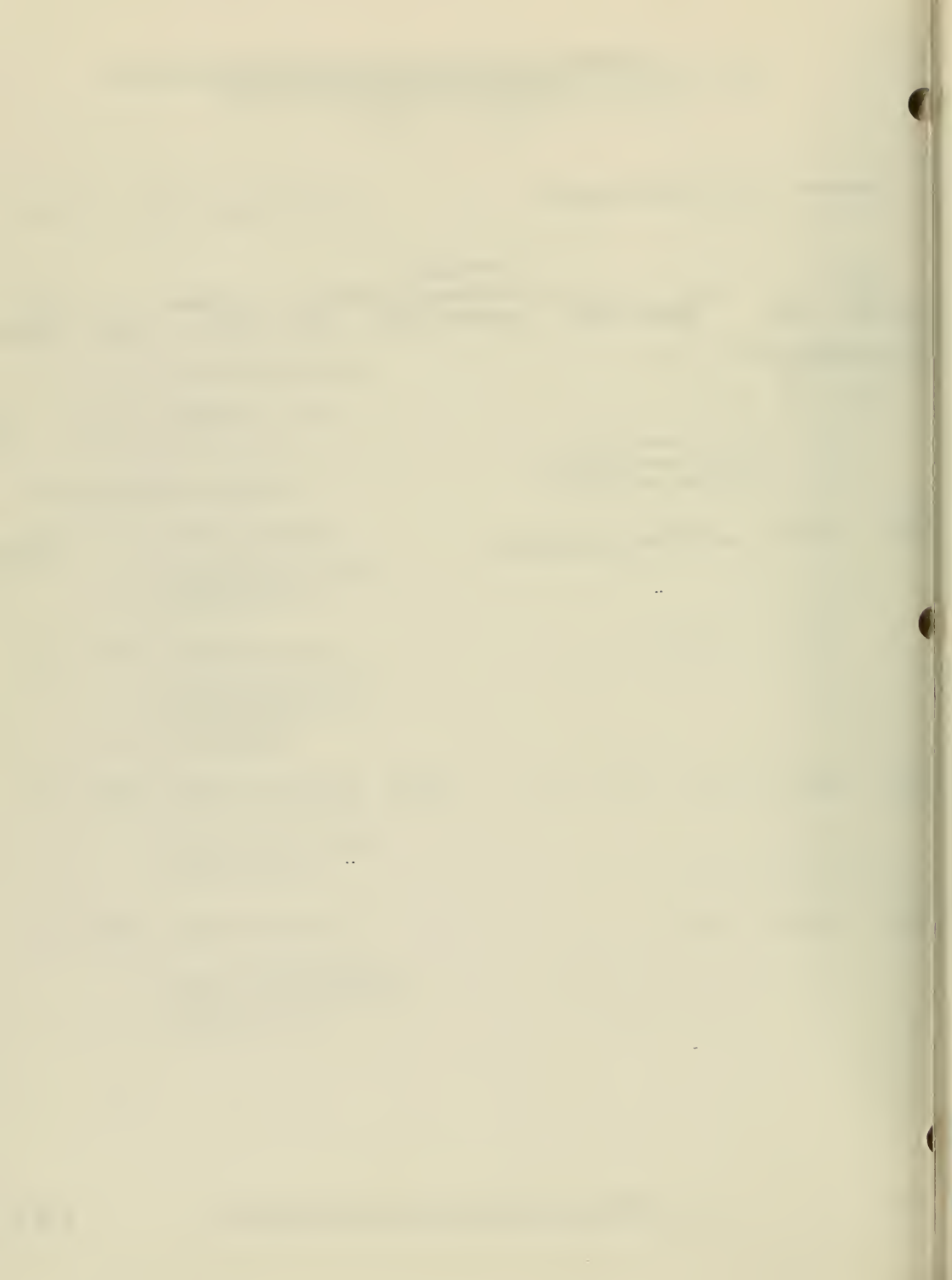
Department: **PRT - Port Commission**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
922	013	Mandatory Fringe Benefits				\$134,016	\$119,804	\$14,211
		Corresponds to reduction in salaries.						
<u>Facilities and Operations (BKY)</u>								
927	040	Materials & Supplies				878,104	858,104	20,000
		To reduce funding for Materials & Supplies to essential requirements.						
927	060	Equipment Purchase				213,291	193,291	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
946	060	Equipment Not Detailed	9999Z	0	0	0	(20,000)	20,000
		To reduce equipment funding to essential requirements.						
927	081	Services of Other Depts.				551,418	526,418	25,000
		To reduce Workers Compensation in accordance with the Department's updated requirements.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PRT - Port Commission

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u> <u>Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
<u>Marketing (BKX)</u>								
924	021	Travel				\$10,000	\$7,500	\$2,500
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
Total Recommended Reductions								\$190,308



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: TIS Telecommunication and Information Services

Budget Volume:

IIA

Budget Page:

1123

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$3,549,488	\$4,106,724	\$557,236	15.7 %
Other Department Revenue	2,705,287	3,804,661	1,099,374	40.6
Recoveries	29,008,167	42,118,359	13,110,192	45.2
Revenue Transfers				-
Dept. General Fund Revenue	15,000	38,000	23,000	153.3
Supplemental Appropriations				-
Total Sources	\$35,277,942	\$50,067,744	\$14,789,802	41.9 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$6,263,775	\$7,874,385	\$1,610,610	25.7 %
Fac. Maint. / Capital Imp.	6,000	25,000	19,000	316.7
Subtotal - Mayor's Budget	\$6,269,775	\$7,899,385	\$1,629,610	26.0 %
Transferred Expenses		\$50,000	\$50,000	- %
Recoveries	29,008,167	42,118,359	13,110,192	45.2
Supplemental Appropriations				-
Total Uses	\$35,277,942	\$50,067,744	\$14,789,802	41.9 %
Mayor's Listed Positions:				
Permanent	283.00	297.53	14.53	5.1 %
Temporary	7.00	7.82	0.82	11.7
Work Order				-
Salary Savings	(26.00)	(32.12)	(6.12)	23.5
Project Positions	(6.25)	0.25	6.50	-104.0
Subtotal, Mayor's Budget	257.75	273.48	15.73	6.1 %
Adjustments (FTE):				
Overtime	2.99	3.09	0.10	3.3 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	260.74	276.57	15.83	6.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **TIS - Telecommunications & Information Services**

Financial Data:

The Telecommunications & Information Services proposed \$7,874,385 operating budget for 1996-97 is \$1,610,610 or 25.7 percent more than the original 1995-96 of \$6,263,775. The net increase from the revised 1995-96 budget of \$7,820,416 to the Mayor's Proposed budget is \$53,969 or 0.7 percent.

Summary of Budgeted Programs

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Telecommunications	\$5,587,034	\$5,587,034	\$16,437,540
Public Safety Wire Communications	4,058,750	2,141,490	2,409,044
Radio Communications	1,831,283	3,748,543	4,358,126
Administration	1,355,226	1,355,226	1,608,878
Information Services	19,740,362	19,740,362	21,048,542
911 Project	2,705,287	4,305,287	3,704,661
City Watch	*	*	500,953
Total	\$35,277,942	\$36,877,942	\$50,067,744
Less: Recoveries	29,008,167	29,008,167	42,118,359
Transferred Expenses			50,000
Fac. Maint./Capital Imp.	<u>6,000</u>	<u>49,359</u>	<u>25,000</u>
Net Departmental Budget	\$6,263,775	\$7,820,416	\$7,874,385

* Previously funded in the Board of Supervisor's budget in amount of \$219,000 including a supplemental appropriation request of \$169,000.

Departmental Personnel Changes:

The Mayor has created a new Department, the Department of Telecommunications Information Services. As a result, a total 257.75 permanent positions were transferred from the Office of the Chief Administrative Officer, the Department of Electricity and Telecommunications and the Controller's Information Services Division (ISD). The Mayor's Budget includes a total of 273.48 FTEs in the Department of Telecommunications Information Services.

Position Transfers:

Transfers from Chief Administrator's Office	1.00
Transfers from Controller's Office	180.00
Transfers from Electricity and Telecommunications	76.75
New Positions Requested	<u>15.73</u>
Total Requested FTEs	273.48

Including overtime, there are 276.57 FTEs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: TIS - Telecommunications & Information Services

Summary of Position Changes:

The Mayor's proposed budget includes 17.50 new positions, the deletion of one position and the various reductions in other FTE positions for a net increase of 15.83 positions as shown below.

New Positions Requested

<u>Number</u>	<u>Position Classification</u>	<u>Number of Positions</u>	<u>Mayor's Budget Request</u> <u>Amounts Budgeted</u>	<u>Annualized</u> <u>Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
AB28N	TELECOMMUNICATIONS DIRECTOR	1.00	\$124,732	1.00	\$124,732
1360N	SPECIAL ASSISTANT I	6.00	179,620	6.00	179,620
1368N	SPECIAL ASSISTANT IX	0.50	26,661	1.00	53,322
1370N	SPECIAL ASSISTANT XI	1.00	53,331	1.00	61,727
1402N	JUNIOR CLERK	0.75	21,883	1.00	29,363
1771N	MEDIA PRODUCTION SPECIALIST	0.50	22,232	1.00	44,735
1819N	MANAGEMENT INFORMATION SYSTEMS SPECIALIST III	0.75	37,897	1.00	61,439
1866N	SYSTEMS AND PROCEDURES SUPERVISOR	0.75	44,964	1.00	72,897
1872N	PROGRAMMER ANALYST	2.25	105,176	3.00	140,235
1873N	SYSTEMS PROGRAMMER	0.75	41,793	1.00	67,756
1875N	SENIOR SYSTEMS PROGRAM	0.75	46,295	1.00	75,011
1876N	DATA PROCESSING, PROGRAMMING AND SYSTEMS SUPERVISOR	0.75	40,794	1.00	66,111
1880N	CHIEF OF SYSTEMS	1.00	89,419	1.00	89,419
1932N	ASSISTANT STOREKEEPER	0.75	24,780	1.00	33,225
8234N	FIRE ALARM DISPATCHER		38,322	.80	37,396
1872R	PROGRAMMER ANALYST	<u>(1.00)</u>	<u>(44,555)</u>	<u>(1.00)</u>	<u>(46,745)</u>
	Subtotals	16.50	\$853,344	20.80	\$1,090,243

Position Reclassifications and Substitutions Requested

1630S	Account Clerk	(1.00)	(\$34,300)	(1.00)	(\$34,530)
1632S	Senior Account Clerk	1.00	39,610	1.00	\$39,881
1874S	Senior Programmer Analyst	(1.00)	(56,825)	(1.00)	(\$56,846)
1872S	Programmer Analyst	1.00	46,270	1.00	\$46,745
7215S	General Laborer Supervisor I	(1.00)	(41,447)	(1.00)	(41,447)
7332S	Maintenance Machinist	(1.00)	(50,295)	(1.00)	(50,295)
7514S	General Laborer	(2.00)	(76,055)	(2.00)	(76,055)
7432S	Electrical Line Helper	<u>2.00</u>	<u>(96,257)</u>	<u>2.00</u>	<u>96,257</u>
	Subtotals	(2.00)	(\$269,299)	(2.00)	(\$76,290)
	Other Position Changes	<u>1.33</u>	<u>67,794</u>	<u>1.33</u>	<u>67,794</u>
	Total Position Changes	15.83	\$651,839	20.13	\$1,081,747

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **TIS - Telecommunications & Information Services**

Department Expenditures:

The major increases in the Department of Telecommunications and Information Services as proposed are described by program as follows:

Administration

The Mayor's proposed budget includes 1.75 new full time equivalent positions and a decrease in salaries savings for a net increase of 1.84 FTEs. This proposed increase will result in an increase in salaries and mandatory fringe benefits of \$230,666. Also included is an increase for Services of Other Departments of \$35,635.

CityWatch

Under this request, CityWatch, Cable Channel 54 would be operated on an in-house basis instead of contracting with the San Francisco Community Television Corporation. CityWatch is a free channel provided by Viacom to the City for the purpose of cablecasting government programming and as such every expenditure is an increase in the budget of the Department of Telecommunications and Information Services. The largest expenditure is from the 7.75 new positions that have been included in the Mayor's budget. These positions will increase salary and mandatory fringe benefits to \$325,204. Professional and Specialized services are budgeted at \$125,750 and Services of Other Departments are budgeted at \$50,000.

Information Services

The Information Services program includes 6.5 new full time equivalent positions and a corresponding increase in salary savings and other position changes for a net increase of 1.09 FTEs. Most of the expenditures of this program are fully recovered from charges to other City Departments for information services. Of the program's total expenditures of \$21,048,542, \$20,897,722 or 99.3 percent are recovered from charges to other City Departments

Public Safety Wire Communication

The Public Safety Wire Communications budget has an increase of 3.77 full time equivalent positions. This proposed increase will result in a net increase of \$91,603 in salaries and mandatory fringe benefits. Also, included in this program is an increase of \$20,000 to replace 40 fire boxes at a cost of \$500 each.

Telecommunications

The Telecommunications program has proposed an increase \$34,070 in salary and mandatory fringe benefits for an increase of 0.47 FTE positions. The proposed budget also includes \$264,000 in equipment purchases.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: TIS - Telecommunications & Information Services

Radio Communications

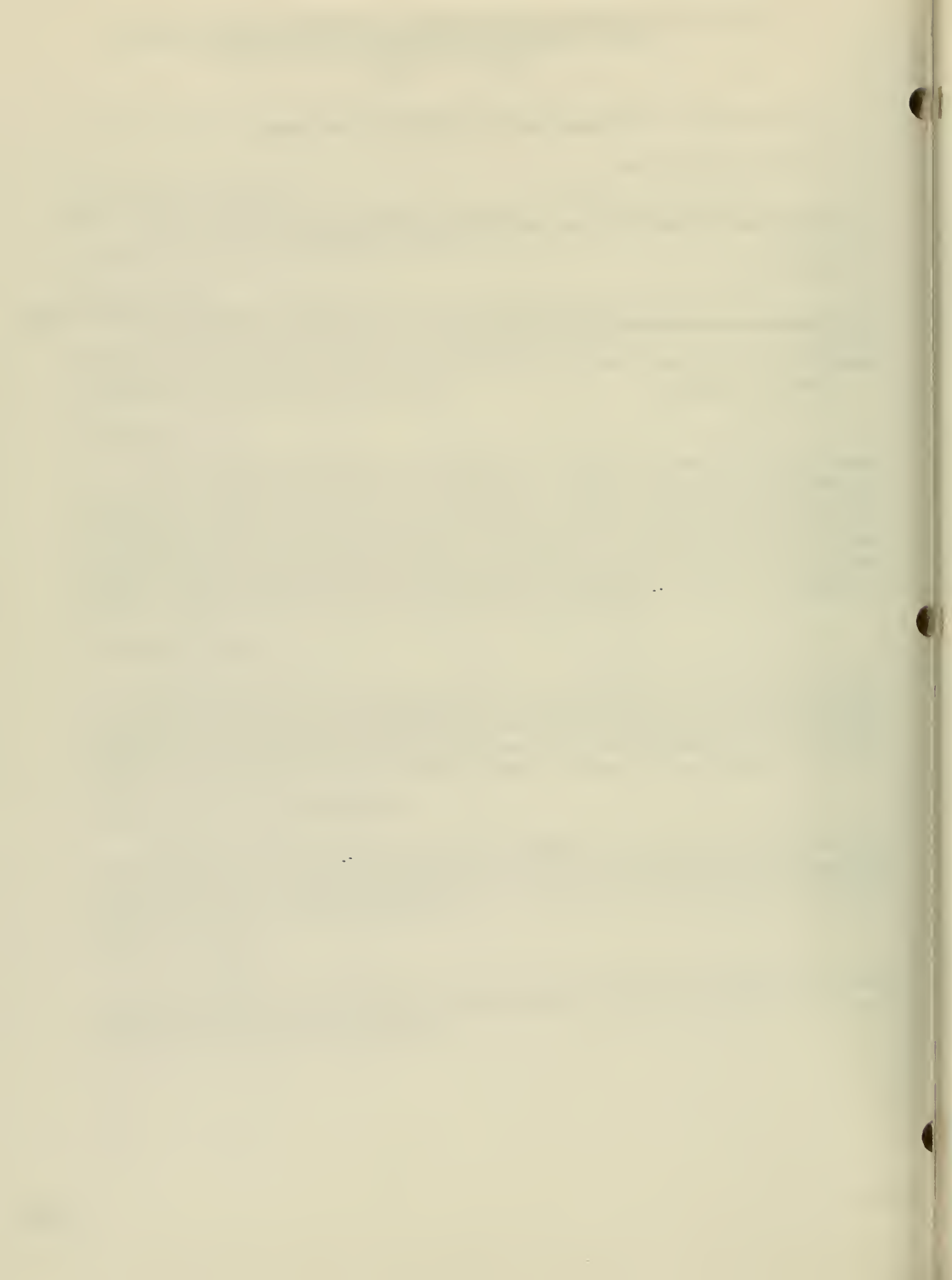
The Radio Communication program has proposed an increase in salary and mandatory fringe benefits of \$45,282 for an increase of 0.35 FTE positions.

911 Project

The 911 Project has proposed an increase of \$77,046 in salary and mandatory fringe benefits for an increase of 2.64 FTE positions.

Recommendations:

None.



BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY

Department: PUC Public Utilities Commission

Budget Volume:
Budget Page:

IIA
1015

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue				-
Recoveries	\$19,940,805	\$12,594,905	(\$7,345,900)	-36.8
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$19,940,805	\$12,594,905	(\$7,345,900)	-36.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	(\$45,290)		\$45,290	-100.0 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	(\$45,290)	\$0	\$45,290	-100.0 %
Transferred Expenses	\$45,290		(\$45,290)	-100.0 %
Recoveries	19,940,805	12,594,905	(7,345,900)	-36.8
Supplemental Appropriations				-
Total Uses	\$19,940,805	\$12,594,905	(\$7,345,900)	-36.8 %
Mayor's Listed Positions:				
Permanent	220.00	229.23	9.23	4.2 %
Temporary				-
Work Order				-
Salary Savings	(7.00)	(2.13)	4.87	-69.6
Project Positions	(116.00)	(131.73)	(15.73)	13.6
Subtotal, Mayor's Budget	97.00	95.37	(1.63)	-1.7 %
Adjustments (FTE):				
Overtime	0.15	0.13	(0.02)	-13.3 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	97.15	95.50	(1.65)	-1.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PUC - Public Utilities Commission

Financial Data:

The Public Utilities Commission's (PUC) proposed \$12,594,905 budget for FY 1996-97 is \$7,345,900 or 36.8 percent less than the original FY 1995-96 budget of \$19,940,805. The net decrease from the revised FY 1995-96 budget to the FY 1996-97 budget is identical to that for the original budget. The apparent decrease in the PUC's budget is due to an accounting change that deletes project funding costs for the Utilities Engineering Bureau. Such costs amount to \$7,920,465 in the FY 1996-97 budget which, if included, would result in a budget of \$20,515,370 for FY 1996-97, and which would be an increase of \$574,565, or 2.9 percent over the original and revised FY 1995-96 budgets.

Summary of Budgeted Programs:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Program Expenditures			
General Management	\$2,209,836	\$2,209,836	\$2,946,609
Management Information Systems	4,038,168	4,038,168	3,533,350
Finance	2,007,216	2,007,216	1,981,516
Engineering	10,270,855	10,270,855	1,781,945
System Planning	384,332	384,332	490,961
Personnel	1,030,398	1,030,398	1,276,064
Land Management			584,460
Subtotals	<u>\$19,940,805</u>	<u>\$19,940,805</u>	<u>\$12,594,905</u>
Less Recoveries	<u>(\$19,940,805)</u>	<u>(\$19,940,805)</u>	<u>(\$12,594,905)</u>
Totals	\$ -0-	\$ -0-	\$ -0-

Department Revenues and Fee Changes

The Public Utilities Commission itself does not generate any revenues.

Department Personnel Changes

The Public Utilities Commission is comprised of seven bureaus that provide administrative and technical support to three operating departments: the Water Department, Hetch Hetchy, and Light, Heat & Power. The bureaus' budgets are funded through allocations from each of the three operating Departments. The seven bureaus are as follows: (1) General Manager; (2) Financial Management; (3) Management Information Systems; (4) Utilities Engineering; (5) Personnel and Training; (6) System Planning and Regulatory Compliance; and (7) Land Management, which is a newly created bureau in the FY 1996-97 Budget.

In the FY 1995-96 budget, 29 financial management positions were transferred from the Water Department to the PUC, resulting in a PUC position count of 220.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PUC - Public Utilities Commission

FY 1995-96 and FY 1996-97 authorized positions for the seven bureaus are as follows:

Number of Authorized Permanent Positions

<u>Bureau</u>	<u>FY 1995-96</u>	<u>FY 1996-97</u>	<u>Position Change</u>
General Management	10	10	0
Financial Management	28	25	(3)
Management Information Systems	43	34	(9)
Engineering	121	131.73	10.73
Systems Planning and Regulatory Compliance	4	5	1
Personnel	14	16.5	2.5
Land Management	<u>0</u>	<u>7</u>	<u>7</u>
Total	220	229.23	9.23

Details on the net 9.23 position increase are as follows:

Total Positions Fiscal Year 1995-96	220
Add: New Positions (10.73 in the UEB)	14.23
Transfer from Water Department to SPARC	1
Transfer from Water Dept. to Land Management	4
Less: Transfer from PUC to Dept. of Public Transportation (MIS positions)	(9)
Position Substitution	<u>(1)</u>
	229.23

As shown above, including the Engineering project positions in the PUC's total position counts for fiscal years 1995-96 and 1996-97 results in an increase of 9.23 FTE for the Department. Excluding Engineering, the Department's FTE count decreases by 1.65 FTE, from 97.15 to 95.50, as shown on the face sheet of this report.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PUC - Public Utilities Commission**

Requested new positions, substitutions, reclassifications, and transfers are as follows:

New Positions Requested

		<u>Mayor's Budget Request</u>		<u>Annualized</u>	<u>Annualized</u>
<u>Position</u>		<u>Number</u>	<u>Amounts</u>	<u>Number of</u>	<u>Salaries</u>
<u>Number</u>	<u>Position Classification</u>	<u>Positions</u>	<u>Budgeted</u>	<u>Positions</u>	<u>At Top Step</u>
<u>PUC Engineering</u>					
1450	Executive Secretary	1.00	\$42,802	1.00	\$44,109
5204	Assistant Civil Engineer	1.00	50,530	1.00	51,548
5206	Associate Civil Engineer	4.00	239,807	4.00	244,509
5236	Assistant Electrical Engineer	1.00	50,530	1.00	51,548
5261	Architectural Assistant II	1.00	46,745	1.00	47,685
5268	Architect	1.00	67,756	1.00	70,757
5352	Electrical Engineering Asst.	1.00	43,065	1.00	43,065
6318	Construction Inspector	2.00	119,904	2.00	122,252

Finance

1677	Asst. General Manager, Finance	1.00	112,047	1.00	112,047
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PUC Personnel

1204	Senior Personnel Clerk	0.50	20,100	1.00	41,447
1218	Payroll Supervisor	1.00	57,525	1.00	59,691
1244	Senior Personnel Analyst	1.00	58,516	1.00	59,691
Subtotal New Positions		15.50	\$909,327	16.00	\$948,349

Position Reclassifications and Substitutions

1630	Account Clerk BCT	(1.00)	(\$33,495)	(1.00)	(\$34,530)
1823	Senior Admin. BCT	1.00	59,351	1.00	59,351
A836	Property Manager BCZ	1.00	66,111	1.00	66,111
4143	Principal Real Property Officer BCZ	1.00	76,551	1.00	78,013
5204	Assistant Civil BCZ	(1.00)	(51,119)	(1.00)	(51,548)
5206	Associate Civil BCZ	(1.00)	(60,652)	(1.00)	(61,126)
5366	Engineering Assoc BCZ	(1.00)	(53,680)	(1.00)	(54,131)
5204	Assistant Civil BCZ	1.00	51,119	1.00	51,548
5206	Associate Civil BCZ	1.00	60,652	1.00	61,126
5366	Engineering Assoc BCZ	1.00	53,680	1.00	54,131
Subtotal Reclassifications and Substitutions		2.00	\$168,518	2.00	\$168,945

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: PUC - Public Utilities Commission

Position Transfers

		<u>Mayor's Budget Request</u>		<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
<u>Position Number</u>	<u>Position Classification</u>	<u>Number of Positions</u>	<u>Amounts Budgeted</u>		
<u>Land Management</u>					
A836R	Prop. Mgr. (from Finance)	1.00	\$57,104	1.00	\$66,111
A976R	Real Property Mgr. (from Finance)	1.00	51,784	1.00	59,952
3406R	Land Use Aide (from Finance)	1.00	37,480	1.00	38,732
1444R	Secretary I (from Finance)	1.00	33,695	1.00	34,870
3484R	Agricultural Div. Agt. (from Water)	1.00	47,894	1.00	47,894
<u>Systems Planning and Regulatory Compliance</u>					
9398R	Manager, Reg. & Env. (from Water)	1.00	78,431	1.00	79,970
<u>Financial Management</u>					
A836R	Property Manager (to Land Mgt.)	(1.00)	(57,104)	(1.00)	(66,111)
A976R	Real Property Mgr. (to Land Mgt.)	(1.00)	(51,784)	(1.00)	(59,952)
3406R	Land Use Aide (to Land Mgt.)	(1.00)	(37,480)	(1.00)	(38,732)
1444R	Secretary I (to Land Mgt.)	(1.00)	(33,695)	(1.00)	(34,870)
<u>Management Information Systems</u>					
1876	Data Processing (to PTC)	(1.00)	(54,268)	(1.00)	(66,111)
1872	Programmer Analyst (to PTC)	(3.00)	(115,649)	(3.00)	(140,235)
1864	Sr. Syst. & Proc. Analyst (to PTC)	(1.00)	(55,028)	(1.00)	(62,953)
1736	Computer Operator (to PTC)	(2.00)	(67,390)	(2.00)	(67,390)
1821	Mngmt Info Syst. (to PTC)	(1.00)	(66,107)	(1.00)	(72,897)
1868	Teleprocessing Tech (to PTC)	(1.00)	(45,246)	(1.00)	(46,067)
Subtotal Position Transfers		(7.00)	(\$277,363)	(7.00)	(\$327,789)
Changes Due to New Positions, Transfers, Reclassifications and Substitutions		10.5	\$800,482	11.00	\$789,505

Department Expenditure Changes

Equipment Lease/Purchase-City Finance Agency increases by \$58,430 from \$0 to \$58,430 due to purchase of an automated computer disc system.

Services of Other Departments increases by a net amount of \$755,421 from \$1,770,576 to \$2,525,997 due primarily to increase in City Attorney services. The Department required an \$800,000 supplemental appropriation during FY 1995-96 to fund additional City Attorney services. The amount of \$1.9 million budgeted for City Attorney services in FY 1996-97 is sufficient to provide services for the year without a supplemental appropriation, according to the City Attorney.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **PUC - Public Utilities Commission**

Professional and Special Services increases by \$110,900 from \$219,500 to \$330,400 primarily due to the Land Management Department's outside contractor services for land use legal issues for the new bureau.

Maintenance Services - Equipment increases by \$263,062 from \$213,520 to \$476,582 due primarily to data processing and computer related support for the PUC.

Comment:

The PUC's greatest challenges for FY 1996-97 are as follows:

- Protect water rights
- Complete organization changes including the transfer of Clean Water Program to PUC
- Obtain Bernal Avenue entitlements in Alameda County (Pleasanton property)
- Resolve the Chevron pipeline dispute
- Resolve key issues with the Bay Area Water Users Associated (Suburban customers)

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department **PUC - Public Utilities Commission**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>General Management (BCR)</u>								
1034	021	Travel				\$9,203	\$4,203	\$5,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
<u>Management Information Systems (BCS)</u>								
1036	049	Materials and Supplies				186,709	179,209	7,500
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
1036	060	Equipment Purchase				155,000	145,000	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1118	060	Equipment Not Detailed	UC9999			(10,000)	(20,000)	10,000
		To reduce equipment funding to essential requirement.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department PUC - Public Utilities Commission

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>			
No.	Object	Account Title	Number	From	To	From	To	Savings	

System Planning/Regulatory Compliance (BCK)

1101	022	Training				\$5,000	0	\$5,000
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To delete training funds not sufficiently justified. The PUC has additional training funds of \$59,472 in other accounts.

Total Recommended Reductions

\$27,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: LHP PUC Light, Heat and Power

Budget Volume: IIA
Budget Page: 875

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$4,825,402	\$4,840,352	\$14,950	0.3 %
Other Department Revenue				-
Recoveries	50,852,138	48,135,950	(2,716,188)	-5.3
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$55,677,540	\$52,976,302	(\$2,701,238)	-4.9 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$4,825,402	\$4,840,352	\$14,950	0.3 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$4,825,402	\$4,840,352	\$14,950	0.3 %
Transferred Expenses				- %
Recoveries	50,852,138	48,135,950	(2,716,188)	-5.3
Supplemental Appropriations				-
Total Uses	\$55,677,540	\$52,976,302	(\$2,701,238)	-4.9 %
Mayor's Listed Positions:				
Permanent	10.00	10.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	10.00	10.00	0.00	0.0 %
Adjustments (FTE):				
Overtime	0.01	0.01	0.00	0.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	10.01	10.01	0.00	0.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: LHP - PUC Light, Heat & Power

Financial Data:

The Bureau of Light, Heat and Power's proposed \$4,840,352 budget for FY 1996-97 is \$14,950 or .3 percent more than the original FY 1995-96 budget of \$4,825,402. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
General Fund	<u>\$4,825,402</u>	<u>\$4,825,402</u>	<u>\$4,840,352</u>

Departmental Expenditures

Listed below are the work order transfer totals of \$48,135,949 and detailed General Fund expenditures of \$4,840,352 administered by Light, Heat and Power.

	<u>1995-96</u> <u>Budget</u>	<u>1996-97</u> <u>Request</u>
Work Order Expenditures for Light, Heat & Power	\$50,852,138	\$48,135,949
<u>General Fund Expenditures for Light, Heat and Power</u>		
Utilities for Public Buildings	\$1,089,167	\$1,045,528
Electricity for Street Lighting	972,314	918,352
PG&E Street Lighting Maintenance	1,449,900	1,449,900
Maintenance of City-owned Street Lights	521,006	521,006
Materials & Supplies for Maintenance	129,390	179,390
CalTrans Street Lighting Maintenance	24,787	24,300
Administrative Costs	<u>638,838</u>	<u>701,876</u>
	\$4,825,402	\$4,840,352
Total	\$55,677,540	\$52,976,301

The Bureau's requested FY 1996-97 budget for Permanent Salaries and other expenditure items, other than for light, heat, and power as shown above, is similar to that for FY 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: LHP - PUC Light, Heat & Power

Comments:

1. The Bureau of Light, Heat and Power is responsible for all aspects of City street lighting and for billing the various City agencies for electricity, purchased natural gas, and purchased steam. The Bureau operates administratively under Hetch Hetchy Water and Power. The goals of the Bureau are to compute electric, steam, and gas bills for all City agencies, to compute all street lighting charges, and to provide and maintain adequate and energy-efficient lighting on City streets.
2. The budget of the Bureau of Light, Heat and Power includes an average increase of four percent in the electricity rate and an average reduction of 10 percent in the natural gas rate. The Department reports that consumption of electricity and gas are planned for at the FY 1995-96 amounts.
3. The position count in the Bureau of Light, Heat and Power remains at 10. Budgeted Administrative Costs of the Bureau increase by \$63,038, from \$638,838 to \$701,876.
4. The Bureau of Light, Heat & Power reports that they have reviewed the amounts budgeted by City departments for light, heat, and power in the FY 1996-97 budget. The net amount underbudgeted is \$300,988, as shown in the recommendations.
5. The Mayor's budget provides for an increase of \$14,950. Our recommended reductions, which total \$6,000, will still allow an increase of \$8,950 or .2% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: LHP - PUC Light, Heat and Power

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Utility Services (BCC)</u>								
881	049	Other Materials & Supplies				\$10,000	\$5,000	\$5,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
882	060	Equipment Purchase				3,000	2,000	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
885	060	Laser Jet Printer	UL001R	1	1	3,000	2,000	1,000
		To reduce budget in accordance with current prices.						
882	086	Interdepartmental Recovery				48,135,949	48,135,949	*
		The Sheriff's Department at County Jails 8 and 9 has overbudgeted funds of \$110,000 in electricity based on data provided by the Bureau of Light, Heat and Power.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: LHP - PUC Light, Heat and Power

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>

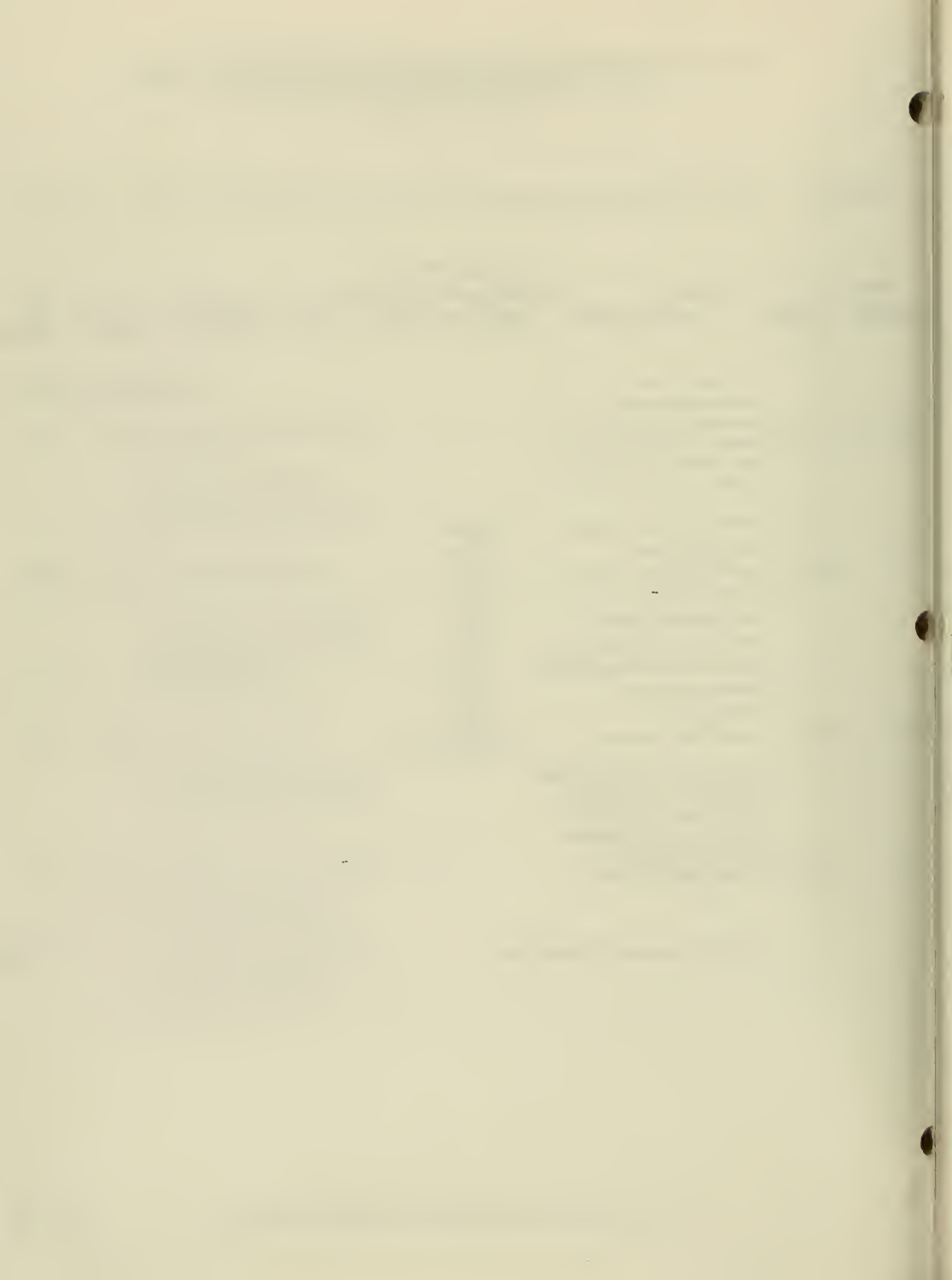
* In addition to the overbudgeted amount of \$110,000 noted above, an amount of \$410,988 has been underbudgeted for Light, Heat & Power as follows:

DPW/Street Maint. & Repair	\$71,995
Traffic Eng & Oper	42,521
DPW/Bur Support Services	6,341
Van Ness Building	68,716
War Mem-Gen Division	26,309
Acute Operations-SFGH	74,285
Laguna Honda/Bldgs & Gr Gen	3,529
ISD-Prog & Systems	9,657
Park & Rec Zoo	<u>107,635</u>
Subtotal Non-Gen Fund	\$410,988

Since the amount underbudgeted of \$410,988 less the amount overbudgeted of \$110,000 results in a net underbudgeted amount of \$300,988, no reduction should be made.

Total Recommended Reductions

\$6,000



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HHP Hetch Hetchy Project

Budget Volume: IIA
Budget Page: 789

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue Recoveries	77,295,225	77,071,828	(223,397)	-0.3
Revenue Transfers			0	-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$77,295,225	\$77,071,828	(\$223,397)	-0.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$54,525,928	\$53,993,655	(\$532,273)	-1.0 %
Fac. Maint. / Capital Imp.	12,388,696	14,075,764	1,687,068	13.6
Subtotal - Mayor's Budget	\$66,914,624	\$68,069,419	\$1,154,795	1.7 %
Transferred Expenses			\$0	- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$66,914,624	\$68,069,419	\$1,154,795	1.7 %
Mayor's Listed Positions:				
Permanent	145.00	173.00	28.00	19.3 %
Temporary	7.00	7.00	0.00	0.0
Work Order				-
Salary Savings	(2.69)	(2.69)	0.00	0.0
Project Positions	(1.00)	(25.00)	(24.00)	2400.0
Subtotal, Mayor's Budget	148.31	152.31	4.00	2.7 %
Adjustments (FTE):				
Overtime	2.08	2.07	(0.01)	-0.5 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	150.39	154.38	3.99	2.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HHP - Hetch Hetchy Project**

Financial Data:

Hetch Hetchy's proposed \$53,993,655 operating budget for FY 1996-97 is \$532,273 or 1.0 percent less than the original FY 1995-96 budget of \$54,525,928. The net decrease from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to the decrease from the original budget. Hetch Hetchy's operating budget reduction is due primarily to a decrease in Power for Resale of \$7,269,908, which is partially offset by an increase in Taxes, Licenses and Permits of \$5,389,007.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Administration	\$43,837,080	\$43,837,080	\$43,144,829
Project Operations	9,127,534	9,127,534	--9,505,222
Maintenance Engineering	533,326	533,326	677,444
Energy Conservation	556,684	556,684	666,160
Programmatic Projects	<u>471,304</u>	<u>471,304</u>	<u>0</u>
	\$54,525,928	\$54,525,928	\$53,993,655

Department Revenue and Fee Changes:

Budgeted revenues from Interest Earned, Sales of Electricity and Miscellaneous Revenues decrease by a total of \$223,397 from \$77,295,225 to \$77,071,828 as follows:

	<u>FY 1995-96</u>	<u>FY 1996-97</u>	
Interest Earned	\$1,200,000	\$1,200,000	0
Sale of Electricity	75,695,225	75,371,828	(\$323,397)
Miscellaneous Revenues	<u>400,000</u>	<u>500,000</u>	<u>100,000</u>
Total	\$77,295,225	\$77,071,828	(\$223,397)

Department Personnel Changes:

The Department is requesting four new permanent positions in FY 1996-97, which would increase the number of permanent positions from 144 to 148, exclusive of project funded positions. The requested new permanent positions and requested substitutions and reclassifications, are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HHP - Hetch Hetchy Project**

<u>Position Number</u>	<u>Position Classification</u>	<u>Mayor's Budget Request Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
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Maintenance Engineering

5260	Architectural Assistant	1.00	\$43,274	1.00	\$43,274
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Project Operations

7318	Electronic Maintenance Technician	2.00	129,612	2.00	129,613
7372	Stationary Engineer	1.00	52,339	1.00	51,313
	Subtotal New Positions	4.00	\$225,225	4.00	\$224,200

Position Reclassifications and Substitutions

Hetch Hetchy Administration

AA73	Water & Power Resource Manager	(1.00)	(\$80,952)	(1.00)	(\$80,952)
AA74	Water & Power Specialist	(3.00)	(180,795)	(3.00)	(180,795)
AA75	Water & Power Analyst II	(1.00)	(52,500)	(1.00)	(52,565)
AA76	Water & Power Analyst I	(1.00)	(45,623)	(1.00)	(45,623)
5630	Water & Power Analyst I	1.00	45,571	1.00	50,791
5631	Water & Power Analyst II	1.00	52,500	1.00	55,985
5633	Water & Power Analyst	3.00	181,116	3.00	218,692
5634	Water & Power Resources Manager	1.00	80,952	1.00	84,407

Hetch Hetchy Operations

1402	Junior Clerk	1.00	27,810	1.00	29,363
1771	Media Production Specialist	1.00	43,203	1.00	44,735
1844	Senior Management Assistant	(1.00)	(49,539)	(1.00)	(54,914)
2708	Custodian	(1.00)	(33,334)	(1.00)	(33,539)
7344	Carpenter	(1.00)	(52,565)	(1.00)	(52,565)
7345	Electrician	1.00	55,716	1.00	55,724
	Subtotal Reclassifications and Substitutions	0.00	(\$8,440)	0.00	\$38,744
	Total Position Changes	4.00	\$216,785	4.00	\$262,944

The number of full-time equivalent (FTE) positions, which includes Overtime and Temporary Salaries and Salary Savings, increases by 3.99, from 150.39 FTE positions in FY 1995-96 to 154.38 FTE positions in FY 1996-97.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HHP - Hetch Hetchy Project

Department Expenditure Changes by Program

Major increases and decreases in budgeted expenditures are as follows:

Labor Costs increase by \$622,930, from \$9,457,183 to \$10,080,113, due primarily to increases in fringe benefits.

Other Current Expenditures decrease by \$292,808 from \$384,044 to \$91,236 due to the transfer of Telephone charges from this category to Services of Other Departments, and the transfer of \$226,000 from this category to Professional and Specialized Services.

Professional and Specialized Services increase by \$749,500 from \$2,996,761 to \$3,746,261 due primarily to 1) an increase of \$385,000 for electric rate consultants to analyze anticipated electric industry restructuring and \$84,500 for water rights consultants primarily to conduct federal mandated studies; and 2) the reallocation of \$226,000 from other current expenses.

Power for Resale decreases by \$7,269,908 from \$29,298,662 to \$22,028,754 primarily due to a decrease in the purchase of power based on a rate reduction to be filed by PG&E with the Federal Energy Regulation Commission (FERC) and a \$961,394 decrease in transmission and distribution costs.

Taxes, Licenses and Permits increase by \$5,389,007 from \$5,623,140 to \$11,012,147 primarily due to a Federal Energy Regulation Commission (FERC) settlement of \$4,727,948, and an increase of \$1,105,516 for Raker Act Fees.

Comments:

1. The Hetch Hetchy FY 1996-97 transfer to the General Fund is \$30,165,393 and the transfer to MUNI is \$7,537,880, for a total of \$37,703,273. In FY 1995-96 identical amounts were transferred.

2. The Budget Analyst had previously recommended a reduction of \$500,000 in Judgment and Claims, from \$775,000 to \$275,000. We have withdrawn that recommendation because the Department has provided us with documentation showing that it must either budget that amount or obtain an insurance policy to provide liability coverage related to the State water system's connection with the San Francisco Water Department's facilities in Alameda County.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: IIIP - Hetch Hetchy Project

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Hetch Hetchy Project Operations (BCL)</u>								
813	001	Permanent Salaries - Misc.				\$5,688,243	\$5,623,437	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
860	001	Electronic Maintenance Technician	7318N	2	1	129,612	64,806	\$64,806
		We recommend approval of one of the two new requested positions. The other position has not been sufficiently justified.						
813	013	Mandatory Fringe Benefits				1,447,490	1,431,288	16,202
		Corresponds to reduction in salaries.						
814	060	Equipment Purchase				547,191	512,191	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
868	060	Equipment Not Detailed				(25,000)	(60,000)	35,000
		To reduce funding for equipment to that essential to meet requirements.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HHP - Hetch Hetchy Project

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Hetch Hetchy Administration (BCO)</u>								
819	021	Travel				\$33,825	\$23,825	\$10,00
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
819	027	Professional & Specialized Services				3,440,900	3,140,900	300,00
		To eliminate funding for "To Be Determined" consultants.						
Total Recommended Reductions								\$426,00

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: WTR Water

Budget Volume: IIA
Budget Page: 1183

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated				- %
Other Department Revenue Recoveries	\$122,578,784	\$128,582,291	\$6,003,507	4.9
Revenue Transfers	28,327,021	29,820,484	1,493,463	5.3
Fund Balance		3,630,273	3,630,273	-
Supplemental Appropriations				-
Total Sources	\$150,905,805	\$162,033,048	\$11,127,243	7.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$74,232,998	\$79,626,852	\$5,393,854	7.3 %
Fac. Maint. / Capital Imp.	29,325,994	29,439,500	113,506	0.4
Subtotal - Mayor's Budget	\$103,558,992	\$109,066,352	\$5,507,360	5.3 %
Transferred Expenses	\$47,346,812	\$52,966,696	5,619,884	11.9 %
Recoveries	480,114	(480,114)	(480,114)	-100.0
Supplemental Appropriations				-
Total Uses	\$151,385,918	\$162,033,048	\$10,647,130	7.0 %
Mayor's Listed Positions:				
Permanent	503.00	684.85	181.85	36.2 %
Temporary	7.00	6.50	(0.50)	-7.1
Work Order				-
Salary Savings	(27.00)	(26.76)	0.24	-0.9
Project Positions	(8.00)	(177.00)	(169.00)	2112.5
Subtotal, Mayor's Budget	475.00	487.59	12.59	2.7 %
Adjustments (FTE):				
Overtime	10.95	10.16	(0.79)	-7.2 %
Project Positions	(5.28)	(5.15)	0.13	-2.5
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	480.67	492.60	11.93	2.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **WTR - Water Department**

Financial Data:

The Water Department's proposed \$79,626,852 budget for FY 1996-97 is \$5,393,854 or 7.3 percent more than the original FY 1995-96 budget of \$74,232,998. The net increase from the revised FY 1995-96 budget to the proposed FY 1996-97 budget is identical to the increase from the original budget.

Summary of Budgeted Programs:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
Customer Services	\$5,542,260	\$5,542,260	\$5,945,290
City Distribution	16,102,666	16,102,666	16,769,214
Water Quality	3,234,654	3,234,654	5,118,132
Water Distribution	<u>49,353,418</u>	<u>49,353,418</u>	<u>51,794,216</u>
Operating Budget	\$74,232,998	\$74,232,998	\$79,626,852
Transfer Expenses	\$47,346,812	\$47,346,812	\$52,966,696
Recoveries	480,114	480,114	
Facilities Maint./Capital Imp.	<u>29,325,994</u>	<u>29,325,394</u>	<u>29,439,500</u>
Total Budget	\$151,385,918	\$151,385,918	\$162,033,048

In addition to funding \$79,626,852 in 1996-97 operating expenditures, Water Department revenues and fees are also used to fund the Department's Facilities Maintenance/Capital Improvements Program, which for FY 1996-97 is budgeted at \$29,439,500.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

Department Revenues and Fee Changes

Budgeted revenues increase by \$6,003,507, from \$122,578,784 in FY 1995-96 to \$128,582,291 in FY 1996-97. The specific revenue sources for these fiscal years and their changes are as follows:

<u>Title</u>	<u>FY 1995-96</u>	<u>FY 1996-97</u>	<u>Change</u>
Sale of Water - Suburban Customers	\$54,684,561	\$57,098,000	\$2,413,439
Sale of Water - City Consumers	55,691,223	56,365,000	673,777
Rents	4,665,000	5,500,000	835,000
Interest Income	3,200,000	3,200,000	0
Miscellaneous Revenues	2,238,000	2,569,291	331,291
Service Connection Charge	2,100,000	2,100,000	0
Sale of Land	<u>0</u>	<u>1,750,000</u>	<u>1,750,000</u>
Total Budgeted Revenues	\$122,578,784	\$128,582,291	\$6,003,507

Department Personnel Changes

The budgeted number of operating fund FTEs increased by a total of 11.93, from 480.67 in FY 1995-96 to 492.60 in FY 1996-97. The Water Department's proposed operating fund position changes are as follows:

<u>Department Program</u>	<u>FY 1995-96 Position Count</u>	<u>FY 1996-97 Position Count</u>	<u>Position Change</u>
Water Distribution	195	198.25	3.25
Water Quality	34	43.6	9.6
City Distribution	192	192	0
Customer Services	81	81	0
Water Capital Projects	1	1	0
Project funded and included in budget	<u>0</u>	<u>169</u>	<u>169</u>
Net Position Count Change	503	684.85	181.85

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: WTR - Water Department

Requested new positions, substitutions and reclassifications are as follows:

New Positions Requested

<u>Position Number</u>	<u>Position Classification</u>	<u>Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
<u>Water Quality</u>					
2466	Chief Microbiologist	0.50	\$34,204	1.00	\$69,739
6106	Sanitary Engineering Technician	1.00	46,510	2.00	94,900
2473	Marine Biologist	1.60	80,848	3.00	160,749
2416	Bacteriological Lab Asst.	0.50	18,611	1.00	39,124
2471	Water Quality Chemist	2.00	105,131	4.00	214,334
5224	Assoc. Water Purification Engineer	1.00	56,952	2.00	122,252
5222	Asst. Water Purification Engineer	1.00	50,530	2.00	103,096
1875	Sr. Systems Programmer	0.50	36,788	1.00	75,011
7316	Water Services Inspector	0.50	30,563	1.00	61,126
1478	Senior Water Services Clerk	0.50	19,805	1.00	41,656
1450	Executive Secretary I	0.50	20,986	1.00	44,109
<u>Water Distribution</u>					
AB15	Watershed Hydrologist	0.25	18,133	1.00	75,532
7245	Chief Stationary Engineer	0.50	32,918	1.00	65,824
1426	Senior Clerk Typist	0.50	16,989	1.00	36,566
7343	Senior Stationary Engineer	1.00	59,127	2.00	118,254
7318	Electronic Maintenance Technician	1.00	64,588	2.00	129,612
7329	Electronic Maintenance Technician Assistant Supervisor	0.50	33,241	1.00	66,738
AB17	Right-of-Way Manager	0.50	37,576	1.00	75,429
7470	Watershed Keeper	0.50	21,401	1.00	41,656
5210	Senior Civil Engineer	0.50	40,951	1.00	81,902
5362	Civil Engineering Asst. II	0.50	21,533	1.00	43,065
5137	Maintenance Engineer Manager	0.50	42,204	1.00	86,000
5238	Associate Electrical Engineer	0.50	29,976	1.00	61,126
5254	Associate Mechanical Engineer	0.50	29,976	1.00	61,126
1930	Warehouse Worker	0.50	17,995	1.00	36,566
7341	Stationary Engineer	1.00	52,339	2.00	51,313
Subtotal New Positions		18.35	\$1,019,875	37.00	\$2,056,805

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

Position Reclassifications and Substitutions

<u>Position Number</u>	<u>Position Classification</u>	<u>Number of Positions</u>	<u>Amounts Budgeted</u>	<u>Annualized Number of Positions</u>	<u>Annualized Salaries At Top Step</u>
<u>City Distribution</u>					
7313	Automotive Machinist	(1.00)	(\$47,998)	(1.00)	(\$47,998)
7315	Automotive Mach. Asst. Sup.	1.00	59,012	1.00	59,012
1630	Account Clerk	(1.00)	(34,300)	(1.00)	(34,300)
1632	Senior Account Clerk	1.00	38,698	1.00	39,880
7136	Watershop and Equipment Supt.	(1.00)	(67,390)	(1.00)	(67,390)
AB24	Maintenance Supervisor	1.00	73,236	1.00	73,236
<u>Water Distribution</u>					
1410	Chief Clerk	(1.00)	(50,749)	(1.00)	(52,043)
1426	Senior Clerk Typist	1.00	35,480	1.00	36,566
7134	Water Construction and Maint. Supt.	(1.00)	(77,256)	(1.00)	(77,256)
7284	Utility Plumber Supervisor II	1.00	72,897	1.00	73,237
7250	Utility Plumber Supervisor I	(1.00)	(68,043)	(1.00)	(68,043)
1844	Senior Management Assistant	1.00	54,011	1.00	54,914
5212	Principal Engineer	(1.00)	(85,359)	(1.00)	(94,821)
AB16	Operations Manager	1.00	95,735	1.00	95,735
Subtotal Reclassifications and Substitutions		0.00	(\$2,026)	0.00	(\$9,271)
Changes Due to New Positions, Substitutions, and Reclassifications		18.35	1,017,849	37.00	\$2,047,534

Department Expenditure Changes

Labor Costs increase by \$2,959,705, from \$29,136,050 to \$32,095,755, due to the net addition of 12.59 listed positions and due to increased mandatory fringe benefit costs.

Professional and Specialized Services increase by \$729,010, from \$473,062 to \$1,202,072, due primarily to consultant costs to develop policies/procedures, staff training, and system modeling to assist in decision making relating to System Operations.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

Equipment Purchases increase by \$1,016,662, from \$1,225,593 to \$2,242,255, primarily due to purchases for the new Water Quality Program.

Other Materials and Supplies increase by \$549,507, from \$301,533 to \$851,040, primarily due to fund water treatment chemicals.

Non-Work Order Services of Other Departments (Direct Charges) increase by \$805,881, from \$14,327,804 to \$15,133,685, primarily due to increased costs for the PUC bureaus.

Comments:

1. The Board of Supervisors approved legislation to increase water rates to its residential customers for FY 1996-97 by 7.6 percent. The \$4,291,470 in increased revenues from that 7.6 percent water rate increase is not currently included in the FY 1996-97 budget. The PUC's financial manager states that the Department will submit a supplemental appropriation to the Board of Supervisors to appropriate the \$4,291,470, and that the funds will be used for capital improvements.

2. The Board of Supervisors recently approved a new Water Revenue Bond issuance of \$75.0 million. The related debt service requirements alone (i.e., not including potential additional operating expenditures requirements for 1997-87) will result in a water rate increase of 5.1 percent in 1997-98. Moreover, the General Manager of the PUC has reported to the Budget Committee that the PUC currently estimates that the capital replacement program for the Water Department will be in excess of \$1.0 billion, which would necessitate rate increases in the range of 7 percent to 10 percent annually, over the next ten years. That level of rate increase (7 percent to 10 percent annually) would more than double existing retail water rates.

3. The Water Department's requested FTE count would increase by 11.93 from 480.67 FTE to 492.60 FTE. Included in the FTE count of 492.60 are 37 new positions (18.35 FTE). We are recommending approval of 33 (16.6 FTE) of those new positions.

4. The Mayor's budget provides for an increase of \$5,393,854. Our recommended reductions, which total \$315,575 will still allow an increase of \$5,078,279 or 6.8% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

<u>Page</u>			<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Water Distribution (BCA)</u>								
1202	001	Permanent Salaries - Misc.				\$9,500,390	\$9,419,905	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1298	001	Watershed Hydrologist	AB15N	.25	0	18,133	0	\$18,133
1300	001	Sr. Civil Engineer	5210N	.50	0	40,951	0	40,951
1303	001	Watershed Keeper	7470N	.50	0	21,401	0	21,401
		To delete requested new positions not sufficiently justified.						
1202	013	Mandatory Fringe Benefits				3,671,967	3,651,846	20,121
		Corresponds to reduction in salaries.						
1202	021	Travel				17,900	12,000	5,900
		Reduce to 1995-96 budget level adjusted by a cost of living factor for 1996-97.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
1202	027	Professional & Specialized Services				\$862,000	\$862,000	*
		<p>The Department intends to expend approximately \$550,000 in FY 1996-97 for services of a contractor to develop policies and procedures and staff training for Water Treatment, System Operations, and Emergency Responses. Reserve the \$550,000 pending submission of task statements, schedules, and hourly rates.</p>						

Water Quality (BCD)

1208	001	Permanent Salaries				2,218,127	2,194,872	*
		<p>* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.</p>						
1306	001	Sanitary Engineering Tech.	6106N	1.00	.50	46,510	23,255	\$23,255
		<p>To delete requested new positions not sufficiently justified.</p>						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WTR - Water Department

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
1208	011	Overtime Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.			\$80,795 \$60,795	\$20,000
1208	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.			626,348 615,534	10,814
1209	049	Other Materials & Supplies Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.			160,626 140,626	20,000
1209	060	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.			818,601 768,601	*
1317	060	Equipment Not Detailed Reduce to reflect the Department's updated requirements.			0 (50,000)	50,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **WTR - Water Department**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Customer Services (BCE)</u>								
1210	011	Overtime				\$30,000	\$20,000	\$10,000
		Reduce to actual 1995-96 expenditure level adjusted by a cost of living factor for 1996-97.						
<u>City Distribution (BCF)</u>								
1214	060	Equipment Purchase				688,241	613,241	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1319	060	Equipment Not Detailed				0	(75,000)	75,000
		To reduce equipment expenditures to essential requirements.						
		Total Recommended Reductions						
								\$315,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: DPT Transportation

Budget Volume: IIA
Budget Page: 702

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$31,121,698	\$31,052,475	(\$69,223)	-0.2 %
Other Department Revenue	245,206,935	254,138,679	8,931,744	3.6
Recoveries	233,483	267,231	33,748	14.5
Revenue Transfers	5,509,936	5,592,555	82,619	1.5
Dept. General Fund Revenue				-
Supplemental Appropriations	4,074,010		(4,074,010)	-100.0
Total Sources	\$286,146,062	\$291,050,940	\$4,904,878	1.7 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$276,063,732	\$284,871,155	\$8,807,423	3.2 %
Fac. Maint. / Capital Imp.	163,900	320,000	156,100	95.2
Subtotal - Mayor's Budget	\$276,227,632	\$285,191,155	\$8,963,523	3.2 %
Transferred Expenses	\$5,610,937	\$5,592,554	(\$18,383)	-0.3 %
Recoveries	233,483	267,231	33,748	14.5
Supplemental Appropriations	4,074,010		(4,074,010)	-100.0
Total Uses	\$286,146,062	\$291,050,940	\$4,904,878	1.7 %
Mayor's Listed Positions:				
Permanent	3,531.00	3,598.42	67.42	1.9 %
Temporary	21.00	13.00	(8.00)	-38.1
Work Order				-
Salary Savings	(106.00)	(95.56)	10.44	-9.8
Project Positions	(135.00)	(135.00)	0.00	0.0
Subtotal, Mayor's Budget	3,311.00	3,380.86	69.86	2.1 %
Adjustments (FTE):				
Overtime	25.43	26.37	0.94	3.7 %
Supplemental Appropriations				-
Project Positions	(51.15)	(2.18)	48.97	-95.7
Other Adjustments				-
Total FTE	3,285.28	3,405.05	119.77	3.6 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DPT - Department of Public Transportation**

Financial Data:

The Department of Public Transportation's proposed \$284,871,155 budget for FY 1996-97 is \$8,807,423, or 3.2 percent more than the original FY 1995-96 budget of \$276,063,732. The net increase from the revised FY 1995-96 budget to the FY 1996-97 budget is \$4,733,413 or 1.7 percent.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Director's Office	\$ 2,261,837	\$ 2,261,837	\$ 2,612,392
Operations Division	131,930,512	131,345,591	136,069,944
Maintenance Division	93,158,526	93,198,526	92,883,499
Capital Projects	4,893,028	4,893,028	5,270,747
Finance, Admin., & Personnel	49,828,149	54,447,080	54,214,358
<hr/>			
Total Budgeted Expenditures	\$282,072,052	286,146,062	291,050,940
Less Recoveries	(233,483)	(233,483)	(267,230)
Less Transfers	(5,610,937)	(5,610,937)	(5,592,555)
Less Capital/Facilities	(163,900)	(163,900)	(320,000)
<hr/>			
Net Operating Expenditures	\$276,063,732	\$280,137,742	\$284,871,155

Department Revenues:

The Department of Public Transportation's revenues are projected to increase by a net amount of approximately \$4,904,878 from the FY 1995-96 budget (including the General Fund operating subsidy and prior year fund balances). This change in net revenue results from a combination of increases and decreases in local, State, and federal revenues, as summarized below (in millions):

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: DPT - Department of Public Transportation

<u>Source</u>	<u>FY 1996-97 Budget</u>	<u>Increase (Decrease) from FY 1995-96 Budget</u>
State and Federal Revenues	\$ 62.0	\$3.1
<u>Operating Revenues ¹</u>	<u>116.6</u>	<u>0.6</u>
Total State and Federal, and Operating Revenues	\$178.6	\$3.7
Local Non-Operating Revenues ²	79.9	0.9
General Fund Subsidy	31.1	(0.1)
<u>Prior Year Fund Balance ³</u>	<u>1.5</u>	<u>0.4</u>
Total Non-Operating Contributions	\$112.5	\$1.2
<u>Grand Total All Sources</u>	<u>\$291.1</u>	<u>\$4.9</u>

¹ Includes Passenger Fares of \$92,250,000.

² Includes contributions to MUNI from the Parking Tax, Parking Fines, Parking Meter Collections, Parking Garage Operations, and other more minor sources.

³ On May 29, 1996, DPT received Budget Committee approval for a supplemental appropriation which included \$1,127,965 from the Prior Year Fund Balance to finance projected increased costs in FY 1995-96. The Mayor is recommending that the Department receive an additional \$1.5 million from the Prior Year Fund Balance as part of the FY 1996-97 base budget.

Thus, the DPT is budgeted to receive approximately \$178.5 million from federal and State grants and subsidies, and from local operating revenues (farebox, advertising, and other miscellaneous revenues). Included in \$116.6 million of operating revenue is \$92,250,000 from Passenger Fares, which is \$3,098,611, or 3.5 percent greater than the FY 1995-96 original budget. The increase is based on actual passenger fares projected for FY 1995-96 which the Budget Analyst projects will be approximately \$91.9 million through June 30, 1996. The Department is also budgeted to receive \$112.5 million in revenues from local non-operating sources (e.g., Parking Tax, Parking Fines, Parking Meter Collections, Parking Garage Revenues, etc.), the General Fund, and the Prior Year Fund Balance. Combined, these sources will result in a FY 1996-97 increase of \$4.9 million over FY 1995-96 budgeted amounts.

Although the General Fund contribution for MUNI services is budgeted to decrease slightly in FY 1996-97 (by \$69,223), other local discretionary revenues will increase by a net amount of approximately \$875,000 --attributable mostly to projected changes in Parking Tax and Parking Garage revenues.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

As noted above, The Mayor's Recommended Budget includes an allocation of \$1.5 million from the Prior Year Fund Balance to support proposed Department expenditures. This is a \$372,035 increase over the FY 1995-96 Revised Budget amount of \$1,127,965, which was approved by the Budget Committee in late May to finance overexpenditures in Workers Compensation, Fuels and Lubricants, and Services of Other Departments in FY 1995-96.

Department Expenditures:

The Mayor has proposed that the Department of Public Transportation receive approximately \$9.0 million more in budgeted expenditures for FY 1996-97, than were included in the Original FY 1995-96 approved budget. However, due to timing, the Mayor's budget presentation does not include the \$4.1 million FY 1995-96 supplemental appropriation approved by the Budget Committee in late May (discussed above). After adding the amount of this FY 1995-96 supplemental appropriation, the Mayor's Recommended Budget is approximately \$4.9 million over the Revised FY 1995-96 Budget.

The Mayor's recommended FY 1996-97 budget provides for increases in expenditure appropriations to fund projected additional costs for Workers Compensation liability payments, and to implement several program enhancements, as follows:

- Partial year funding for 23 positions (21.75 net FTE positions) to supplement current Operations Division management staff, and enhance field supervision.
- Partial year funding for 15 positions (10.88 net FTE positions) to perform functions that will improve vehicle reliability, reduce vehicle maintenance costs, institute a warranty recovery program, and better perform certain facility and equipment maintenance functions.
- Eleven Management Information Systems (MIS) positions being transferred to MUNI from the PUC Bureau of Management Information Services (BMIS), to implement provisions of Proposition M.
- Partial year funding of nine positions (7.25 net FTE positions) to implement efficiencies, and increase security over parts storage and issuing.
- Partial year funding of six additional positions (4.50 net FTE positions) to consolidate passenger service, telephone information, and lost and found; and to increase the availability of informational brochures to the public.
- Partial Year funding for five additional positions (3.75 net FTE positions) to implement improved management over Workers Compensation claims, and to implement portions of the Department's proposed "Integrated Safety and Loss Prevention Program."
- Partial Year funding for five additional positions (3.25 net FTE positions) to implement enhanced safety, service quality, and reliability improvements.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

- Partial Year funding for four additional positions (1.5 net FTE positions) for approximately three months operation of the Advanced Train Control System and the Metro Extension and Turnback Project.

Including reductions in salary savings, the Department is budgeted to receive a net increase of approximately 71 new positions in FY 1996-97 (70.80 FTEs--including overtime). Many of these positions are being funded for only a partial year. Therefore, the equivalent of approximately 78 full-year positions are being recommended by the Mayor. In addition, the Mayor has increased the FY 1996-97 budget by \$2,393,691 by reducing the amount of savings from positions not detailed for Platform Operators which had been budgeted in FY 1995-96. This equates to approximately 49 additional FTEs (48.97 FTEs), for a total Departmental position increase of 119.77 FTEs.

Comments:

1. In November of 1995, the voters approved Proposition J, which required that the Budget Analyst perform a management audit of the Municipal Railway. A draft of that report has been completed. After an appropriate review period, we will be holding an exit conference with MUNI management. As required by Proposed J, the final report will be submitted to the Board of Supervisors, the Mayor and the Public Transportation Commission (PTC) before July 15. After receiving the report, the PTC is required to conduct three months of public hearings on the report content, and forward their recommendations on implementation to the Mayor and the Board of Supervisors.

2. Many of the budget increases approved by the Mayor concern areas of MUNI operations that we reviewed in detail as part of the Proposition J Management Audit. We are in agreement with various recommended increases in the Mayor's recommended FY 1996-97 Budget, including those related to increased Transit Inspectors for field supervision; certain engineering enhancements, including implementation of a warranty recovery program; and the partial implementation of the "Integrated Safety and Loss Prevention Program" developed by the Department. There are other areas where we disagree with the Mayor's recommendations, or propose alternative solutions to problems that we believe should be addressed by MUNI. In those cases, covered in detail by our pending management audit report, we are recommending that the proposed funding increases included in the FY 1996-97 budget be reserved until the Board of Supervisors, the Mayor and the PTC, have had an opportunity to consider our pending management audit report. Our detailed recommendations concerning matters contained in our management audit report and expenditure items which we believe should be reserved are designated as such in our recommendations section, which follows.

3. Of the 119.77 additional FTEs, we are recommending that the Board of Supervisors approve funding for a total of 83.31 FTE positions at this time. Of the remaining 36.46 additional FTEs, we are recommending that the Board of Supervisors disapprove 12.90 FTEs, and reserve funding for an additional 23.56 FTEs, pending consideration of our forthcoming management audit report in July.

4. Our recommended reductions amount to \$1,001,095, and our recommended reserves amount to \$1,595,926, pending consideration of our forthcoming management audit report in July. These recommendations still allow for an increase of \$7,806,328, or 2.8 percent over the 1995-96 original budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>MUNI Operations (BEI)</u>								
725	001	Permanent Salaries - Misc				\$16,085,475	\$15,852,612	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
753	001	Transit Manager I	9140N	6.75	6.75	360,116	293,886	66,230
		Approve only six months funding for 5.25 of 6.75 Transit Manager I positions.						
		*Reserve \$186,628 in salaries for the Transit Supervisors pending a review of the Budget Analyst's management audit of MUNI.						
753	001	Transit Manager II	9141N	2.25	2.25	145,856	145,856	*
		* Reserve \$145,856 in funding for six management position pending a review of the Budget Analyst's management audit of MUNI.						
754	001	Salary Savings	9993M			(1,234,389)	(1,401,022)	166,633
		Increase salary savings proportionately by division to reflect the 1995-96 position vacancy level and delays in filling vacant positions.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

Page No.	Object	Account Title	Position/ Equipment Number			Amount		Savings
			Number	From	To	From	To	
725	003	Permanent Salaries - Platform				\$88,055,197	\$88,055,197	*
		* Reserve \$260,100 in platform salaries pending a review of the Budget Analyst's management audit of MUNI.						
725	013	Mandatory Fringe Benefits				28,946,137	28,882,798	\$63,339
		Corresponds to reductions in salaries.						
		* In addition, reserve \$161,183 in fringe benefits pending a review of the Budget Analyst's management audit of MUNI.						

MUNI Maintenance (BEJ)

729	001	Permanent Salaries - Misc				49,486,895	49,027,852	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
755	001	Parts Storekeeper	1929N	5.25	5.25	193,875	176,899*	16,976
		Reduce funding for 5.25 new positions to reflect hiring of new positions at Step 1.						
		* Reserve \$101,085 pending a review of the Budget Analyst's management audit of MUNI.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
756	001	Custodian	2708N	1.50	1.50	\$44,240	\$37,329	\$6,911
		The eight additional restrooms related to the additional Custodians will be completed later than originally expected permitting a one month delay in hiring the two additional Custodians.						
756	001	Associate Materials Engineer	5205N	1.50	1.50	75,442	75,442	*
756	001	General Superintendent, Facilities Maintenance	7130N	0.75	0.75	63,051	63,051	*
		* Reserve \$100,772 pending a review of the Budget Analyst's management audit of MUNI.						
758	001	Truck Driver	7355N	0.75	0.75	32,027	29,049	2,978
759	001	Track Maintenance Worker	7540N	3.00	3.00	105,875	95,996	9,879
		Reduces funding for these new positions to reflect hiring at Step 1						
759	001	Salary Savings	9993M			(3,128,351)	(3,550,650)*	422,299
		Increase salary savings, (1) \$235,890 consistent with prior FY 1995-96 level and expected delays in filling current vacant positions and (2) \$186,409 related to a clerical error in the department computation of salary savings from						
		The Department disagrees with the \$186,409 reduction because they assert that it would adversely impede the immediate hiring of new maintenance staff. The Budget Analyst disagrees that the added salary savings would have any adverse impact on the hiring of new staff.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
		*Reserve \$459,334 in salary savings reductions pending a review of the Budget Analyst's management audit of MUNI.						
729	013	Mandatory Fringe Benefits				\$13,543,985	\$13,418,345	\$125,640
		Corresponds to reductions in salaries.						
		*In addition, reserve \$180,968 pending a review of the Budget Analyst's management audit of MUNI.						
<u>MUNI Operating (BBK)</u>								
739	001	Permanent Salaries - Misc				36,648	4,794	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
762	001	Salary Savings	9993M			(235,970)	(267,824)	31,854
		Increase salary savings proportionately distributed by division reflecting the 1995-96 vacancy level and delays in the filling of vacant positions.						
739	013	Mandatory Fringe Benefits				4,432	610	3,822
		Corresponds to reductions in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

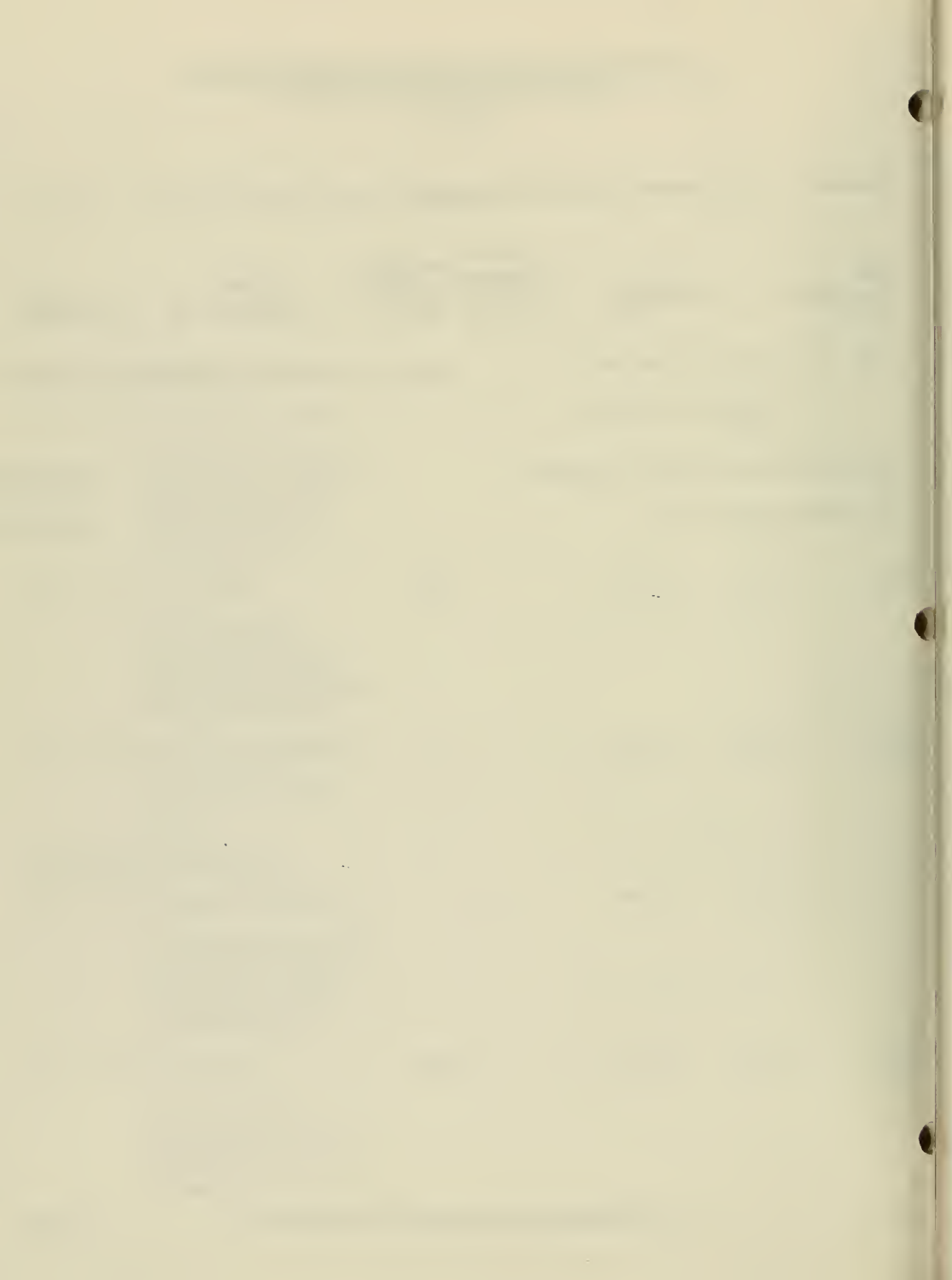
Department: DPT - Department of Public Transportation

Page			Position/ Equipment	Number	Amount			
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>MUNI Finance, Administration and Personnel (BEL)</u>								
745	001	Permanent Salaries - Misc				\$6,795,375	\$6,745,972	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
766	001	Salary Savings	9993M			(358,784)	(408,187)	49,403
		Increase salary savings proportionately distributed by division reflecting the 1995-96 position vacancy level and delays in the filling of vacant positions.						
745	013	Mandatory Fringe Benefits				2,123,031	2,108,062	14,969
		Corresponds to reductions in salaries.						
<u>MUNI Director's Office (BEM)</u>								
750	001	Permanent Salaries - Misc				1,600,322	1,584,102	*
		* The recommended reduction in Permanent salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
768	001	Salary Savings	9993M			(120,118)	(136,338)	16,220
		Increase salary savings proportionately distributed by division reflecting the 1995-96 position vacancy level and delays in the filling of vacant positions.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DPT - Department of Public Transportation

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Equipment</u> <u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
750	013	Mandatory Fringe Benefits					\$410,531 \$406,590	\$3,941
		Corresponds to reductions in salaries.						
Total Recommended Expenditure Reductions								<u>\$1,001,095</u>
Total Recommended Reserves								\$1,595,926



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: San Francisco Redevelopment Agency (SFRA)

	<u>FY 1995-96 Budget</u>	<u>Mayor's FY 1996-97 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	- %
Other Department Revenue			0	-
Recoveries				-
Revenues				-
General Fund/Tax Increment	56,973,000	49,113,000	(7,860,000)	-13.8
Supplemental Appropriations				-
Total Sources	<u>\$56,973,000</u>	<u>\$49,113,000</u>	<u>(\$7,860,000)</u>	<u>-13.8 %</u>
Mayor's Expenditure Amounts:				
Operating Expenditures	\$71,916,000	\$85,871,000	\$13,955,000	19.4 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$71,916,000</u>	<u>\$85,871,000</u>	<u>\$13,955,000</u>	<u>19.4 %</u>
Transferred Expenses			\$0	- %
Recoveries				-
Supplemental Appropriations				-
Total Uses	<u>\$71,916,000</u>	<u>\$85,871,000</u>	<u>\$13,955,000</u>	<u>19.4 %</u>
Mayor's Listed Positions:				
Permanent	112.50	114.50	2.00	1.8 %
Temporary	1.50	1.50		0.0
Work Order				-
Salary Savings	(1.50)	(3.00)	(1.50)	100.0
Project Positions				-
Subtotal, Mayor's Budget	<u>112.50</u>	<u>113.00</u>	<u>0.50</u>	<u>0.4 %</u>
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	<u>112.50</u>	<u>113.00</u>	<u>0.50</u>	<u>0.4 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Item 2 - File 161-96-4 Resolution approving the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1996-97; and approving the issuance by the Agency of bonds in an aggregate principal amount not to exceed \$43,000,000 for the purpose of financing redevelopment activities in FY 1996-97.

Financial Data:

The SFRA's proposed \$85,871,000 for FY 1996-97 is \$13,955,000 or approximately 19.4 percent more than the approved 1995-96 budget of \$71,916,000.

Amount: \$85,871,000

Revenues:		<u>FY 1995-96</u>	<u>FY 1996-97</u>
	Property Sales	\$9,845,000	\$1,800,000
	Rentals/Leases	8,364,000	7,925,000
	Prior Year Earnings/Savings	4,781,000	6,165,000
	Grants	14,378,000	12,063,000
	Other	2,477,000	4,668,000
	Tax Increment	<u>17,128,000</u>	<u>16,492,000</u>
	Total	\$56,973,000	\$49,113,000
Expenditures:			
	<u>Program Budget</u>	<u>FY 1995-96</u>	<u>FY 1996-97</u>
	Legal	\$502,000	692,000
	Studies & Misc. Items	3,458,000	1,760,000
	Planning	0	1,925,000
	Acquisition	0	6,540,000
	Public Improvements	310,000	10,058,000
	Architect, Engineering, Design	530,000	921,000
	Relocation	271,000	490,000
	Property Maintenance	6,005,000	5,657,000
	Housing Production & Assist.	20,582,000	18,856,000
	Employment Assist.	936,000	680,000
	Business Dev/Revitalization	1,227,000	4,400,000
	Endowment	2,200,000	1,892,000
	Debt Service	<u>26,047,000</u>	<u>21,080,000</u>
	Subtotal	\$62,068,000	74,951,000
	<u>Administrative Budget</u>		
	Personnel Costs	\$8,002,000	8,688,000
	Other Administrative Costs	<u>1,846,000</u>	<u>2,231,000</u>
	Subtotal	\$9,848,000	10,919,000
	Total Expenditures	\$71,916,000	\$85,871,000
	Total Revenues	<u>56,973,000</u>	<u>49,113,000</u>
	Surplus (Deficit)	(\$14,943,000)	(\$36,758,000)

Deficit Financing:	<u>FY 1995-96</u>	<u>FY 1996-97</u>
Tax Increment Bond Proceeds	\$13,943,000	35,758,000
Tax Increment (pay-as-you-go)	<u>1,000,000</u>	<u>1,000,000</u>
Total	\$14,943,000	\$36,758,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

A description of new Redevelopment Study Areas, continuing Redevelopment Projects, and continuing Redevelopment Agency programs, and the activities planned for each area for FY 1996-97 are as follows:

New Redevelopment Study Areas

Mission Bay	\$794,000
Ballpark	\$847,000

Funds are included in the SFRA budget for possible redevelopment activities and environmental impact studies in the Mission Bay area and in the area surrounding the proposed site of a new Giants ballpark at China Basin. Legislation to make the ballpark area a Redevelopment Survey Area has been approved by the Board of Supervisors, and legislation to make Mission Bay a Redevelopment Survey Area is pending before the Board of Supervisors. The SFRA notes that informal agreements to fund this work have been negotiated with Catellus Corporation for Mission Bay, and with the Giants for the Ballpark area. As a result, the SFRA has included grant funds in its budgeted revenues in an amount of \$645,000 from the Catellus Corporation for Mission Bay and \$773,000 from the Giants for the Ballpark.

North of Market	\$819,000
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Legislation to designate the area bounded approximately by O'Farrell, Fifth Street North, Market Street, McAllister and Hyde Streets as the North of Market Redevelopment Survey Area is currently pending before the Board of Supervisors. If the Survey Area is successfully established, the SFRA would move forward with creating a Citizen's Advisory Committee, executing a contract with a community-based non-profit, the North of Market Planning Coalition, for outreach, data gathering, and planning services, and begin the process of preparing a Redevelopment Plan and an Environmental Impact Report for the Area. Issues to be addressed in the North of Market Area include development of vacant land, public safety, a high rate of business vacancy and turnover, and the need for a balance of housing opportunities.

Mid-Market	\$604,000
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The Mid-Market Survey Area was designated in December of 1995 for the area running along Market Street from Fourth Street to Octavia Street. For FY 1996-97, the SFRA plans to create a Citizen's Advisory Committee, develop a preliminary Redevelopment Plan, and begin the process of developing the environmental impact documents and an amendment to the City's Master Plan that will be necessary for a Mid-Market Redevelopment Project to be achieved.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **San Francisco Redevelopment Agency (SFRA)**

Existing Survey Areas

Hunters Point Shipyard Survey Area **\$4,616,000**

During FY 1996-97, the Redevelopment Agency plans to certify the Environmental Impact Report developed by the Navy for Hunters Point Shipyard, approve a Redevelopment Plan and Master Plan Amendment for the area, and transfer the first Parcel (Parcel A) from the Navy to the City. In property management, the SFRA plans to execute a lease agreement with the Navy, enter into a management agreement with a community-based agency for portions of the Shipyard, negotiate new interim leases with all tenants, and begin marketing of Parcel A sites. The SFRA will seek a Department of Commerce grant for sewer improvements in the Shipyard, and plans to begin the design phase of the sewer improvements.

South Bayshore Study Area **\$1,625,000**

A 2,528-acre area of the City in the southeast was designated as a survey area by the Board of Supervisors in January of 1995. Preliminary survey work has been conducted, and a Community Development Corporation created. During FY 1996-97, the SFRA plans to prepare the South Bayshore Redevelopment Plan, establish a Project Area Committee, conduct environmental review for the Plan, and proceed with adoption of the South Bayshore Redevelopment Project.

Treasure Island **(funds included in other Project line items)**

The Mayor's proposed budget for FY 1996-97 shifts planning and economic development activities for Treasure Island from the SFRA to the Mayor's Office. However, the proposed resolution approving the SFRA budget for FY 1996-97 includes an amount of \$200,000 for Treasure Island development. According to Ms. Margaret Kisliuk of the Mayor's Office, these funds would be included in the SFRA budget, but administered by the Mayor's Office. Mr. Bob Gamble of the SFRA advises that the Agency budget for General Insurance had been increased from approximately \$38,000 to \$430,000 in anticipation of increased liability associated with Treasure Island development, but that this item can be reduced to approximately \$230,000 (a savings of \$200,000) if the City assumes liability for the project (See Comment No. 6).

Transbay Terminal/Terminal Separator Study Area **\$1,201,000**

For FY 1996-97, the SFRA proposes to initiate the Environmental Impact Report process related to adoption of a Redevelopment Plan, and initiate the Redevelopment Plan process for the Transbay Terminal area. Working with Caltrans, the Agency plans to develop a Request for Developer Proposals process for the Transbay Terminal facility, and develop agreements regarding the disposition Caltrans property formerly occupied by the Terminal Separator structure.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Continuing Redevelopment Projects

Yerba Buena Center

\$17,500,000

For FY 1996-97, the Redevelopment Agency proposes to construct the Children's Center on Central Block 3, which will include a child care center, ice rink/bowling center, Children's Place, carousel and park. In addition, construction of a half-acre park to be known as Jessie Square will begin, and negotiations and design review are expected to be completed with the Jewish Museum for their renovation of the Jessie Street Substation as a new museum site.

Economic development activities at Yerba Buena Center will include negotiation of a Land Disposition Agreement on the East Block 2A site for a 500,000 square foot building, the beginning of construction of a supermarket and 204 unit housing development at Fourth and Harrison Streets, and continued monitoring of construction projects including a entertainment/retail complex, 440-room hotel, and SRO housing development.

Center for the Arts Yerba Buena

\$4,884,000

The Center for the Arts Yerba Buena Gardens opened in October of 1993. Under an operating agreement with the Redevelopment Agency, a non-profit organization, known as Center for the Arts Yerba Buena Gardens operates the facility and carries out the arts and cultural program activities, and is responsible for fundraising and management of rental properties to increase and stabilize the earned and donated income of the Center. The SFRA continues to support the security, operations, and maintenance of the Center. For 1996-97, the Agency will continue to maintain all Center for the Arts facilities as clean, safe, inviting venues, and work to minimize cost of utilities, security and other services while still providing effective support.

Rincon Point-South Beach

\$4,484,000

The Rincon Point-South Beach Redevelopment Area includes housing, commercial development, public open space/park facilities, and is proposed for expansion related to the possible construction of a new Ballpark at China Basin. For FY 1996-97, the SFRA plans to complete construction of 28 loft condominium units and of 66 rehabilitated loft condominium units in the Oriental Warehouse. Design review of an additional 233 rental housing units is also expected to be completed. The Agency is continuing to assemble a development site and to work with the GAP Corporation on their proposed office building in this area. Finally, the Agency will participate in planning for a China Basin ballpark, including such activities as amending the Rincon Point-South Beach Redevelopment Plan, and initiation of an Environmental Impact Report for the area. The Agency may request a budget amendment for these activities of up to \$400,000.

Western Addition A-2

\$11,342,000

Three sites are under development in the Western Addition A-2 area, which, when completed, will include 22 housing units, and a commercial theater/jazz club on Fillmore Street. Four undeveloped sites remain in the Project Area. For FY 1996-97, construction is expected to begin on the housing units and jazz club, and Development Disposition Agreements are to be concluded for development of 8 additional parcels in the Area.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Hunters Point **\$1,262,000**

Budgeted activities for the Hunters Point Project Area call for the completion of construction on 28 affordable housing sites, and the start of construction for an additional 27 affordable housing units. The Agency works with San Francisco Housing Development Corporation on a home ownership counseling program in the area. During FY 1996-97, rehabilitation of Shoreview Park is also expected to be completed.

Federal Office Building (GSA Site) **\$6,851,000**

The Federal government wishes to construct a new office building in San Francisco if a suitable site can be obtained at no cost. Past Redevelopment Agency activities have focused on acquiring and conveying a site at 10th and Market, the Bank of America site, for this purpose. However, the SFRA has now been asked by the U. S. General Services Agency (GSA) to explore the possibility of acquiring a site at 7th and Mission Streets. The proposed budget amount represents the upper end of the Agency's estimated cost to acquire this site.

Golden Gateway **\$1,715,000**

The Golden Gateway Project Redevelopment Plan has been proposed for amendment to provide for the SFRA's role in developing the Mid-Embarcadero Open Space Project (MEOS). Depending on the amendments made to the plan, in FY 1996-97, the Agency plans to proceed with selection of an urban design/landscape architect consultant for expansion of Justin Herman Plaza, initiate proceedings to create a Community Facilities District for public open spaces in the area, and select developers for 2 blocks which may be authorized for development in the Plan.

India Basin Industrial Park **\$600,000**

All buildable areas in India Basin have now been improved under the Redevelopment Plan. For FY 1996-97, the Agency will implement a marketing strategy for sites in the area, establish a business improvement district, and provide small business assistance.

South of Market **\$6,039,000**

The South of Market Project Area includes a variety of housing, commercial, and public facilities under development by the SFRA, and the Mission Hiring Hall/South of Market Employment Center, which works under contract to the SFRA. For FY 1996-97, plans include small business and development loans totaling up to \$420,000 for 13 businesses, and technical, business planning or other consulting services for an additional 270 businesses. The Agency is working to establish a 6th Street Business Improvement District for public improvements on 6th Street, a children's park at Minna and Russ Streets, and a new elementary school/park complex at Harrison and Sherman Streets in association with the San Francisco Unified School District and the Recreation and Park Department. Finally, the Agency is continuing work on development of a new community health clinic for the SOMA area.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Continuing Redevelopment Programs

Economic Development **\$1,836,000**

In FY 1993-94, the economic development programs of the City were consolidated at the Redevelopment Agency when staff were reassigned from the Mayor's Office to the Agency. For FY 1996-97, the Mayor has transferred two of the three positions in the Economic Development Program from the SFRA to the Mayor's Office. As a result, the planned work and goals of the Economic Development program at SFRA are being redefined. The overall goals of the program have been to help firms maintain, expand or locate in San Francisco, to facilitate private development projects, to work with community economic development associations, and to represent the City's interests in local and regional public and private economic development forums.

Central Relocation Services **\$503,000**

During the 1996-97 Fiscal Year, Central Relocation Services projects that it will provide housing assistance to a caseload of 1,173 displaced households, coordinate approximately 25 inspections of replacement housing by the Bureau of Building Inspection, provide relocation services to 10 businesses scheduled for displacement, and continue to administer payments through the Special Temporary Rent Assistance Program.

Housing Program **\$15,981,000**

During the fiscal year, the Housing Program expects to provide six pre-development loans of approximately \$500,000 in total, begin construction of 75 units of rental housing for special needs individuals, participate in financing and acquisition of 40 to 60 units of new family housing and in the reconstruction of Hayes Valley public housing, and implement a first time home buyer program with the San Francisco Unified School District and the San Francisco Police Officers Association.

Using Housing Opportunities for People with AIDS (HOPWA) grant funds, the Agency will convert 30 units of leased housing to licensed units for persons with HIV/AIDS and develop 30 new units, with all such units to be owned or managed by a non-profit organization, and develop 14 units of affordable housing for persons with HIV/AIDS in mixed housing projects.

In Redevelopment Project Areas, the program will begin rehabilitation of two single-room occupancy (SRO) hotels with 160 units South of Market, complete construction of 90 units for first-time home buyers in Hunters Point, complete construction of family rental projects totaling 60 units, and complete residential land re-use and marketing plan for Hunters Point Naval Shipyard.

South Beach Harbor **\$2,368,000**

This program provides for the operating costs of South Beach Harbor.

Grand Total All Projects, Programs, and Study Areas **\$85,871,000**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Comments:

1. As shown above, the Redevelopment Agency's proposed budget for FY 1996-97 is \$13,955,000 more than the approved budget for FY 1995-96. Among the most significant increases in the Agency's budget are an increase of, \$9,748,000 in funds for public improvements in the Yerba Buena Center, Rincon Point-South Beach, Hunters Point Shipyard, and South of Market, and an increase of approximately \$6.5 million in funds for property acquisition, primarily attributable to the proposal to purchase a site at 7th and Market Streets for the Federal building project. Funding of approximately \$4 million is included for public improvements and business development for the lower Fillmore Jazz District project.

2. The personnel budget of the SFRA for FY 1996-97 is proposed to increase by \$686,000, from \$8,002,000 to \$8,688,000. An increase of 4 new full time positions is included in the Mayor's budget. Two positions in the Economic Development Program are to be transferred from the SFRA to the Mayor's Office, with the net total staff count at the SFRA increasing by 2 FTE from 112.5 FTE to 114.5 FTE. The proposed four new positions, with their proposed responsibility and annual salary are as follows:

<u>Title</u>	<u>Area of Responsibility</u>	<u>Annual Salary</u>
Property Management Specialist	Hunters Point	\$67,218
Senior Programmer Analyst	Data Processing	51,257
Project Manager	Mission Bay/Ballpark	81,786
Senior Development Specialist	Property maintenance	81,786
	Sub-total Salaries	282,047
	Fringe Benefits @ 20.7%	58,384
	TOTAL	\$340,431

3. The Budget Analyst does not recommend approval of the new Property Management Specialist, the new Senior Programmer Analyst, and the new Senior Development Specialist listed above, and recommends that the SFRA substitute vacant positions for these requested new positions, and/or conduct a workload analysis and reallocate existing professional and technical positions and/or staff in order to provide resources for these projects. The Budget Analyst notes that the Redevelopment Agency added significant new staff capacity in FY 1994-95, including two new Assistant Development Specialists in the Housing Program (HOPWA Program). In FY 1995-96, additional staff capacity was added in connection with new Project Areas assigned to the Agency, including an Attorney, Project Director, two Project Development Coordinators, and a Project Coordinator, for a total of six new positions added in FY 1995-96. In addition, while responsibility for Treasure Island development has been removed from the SFRA budget by the Mayor, no positions have been deleted as a result. The position of Project Manager which had been assigned to Treasure Island was re-assigned to a new Redevelopment Survey Area, Mid-Market, which was designated by the Board of Supervisors during FY 1995-96.

4. The SFRA advises that the new Project Manager position for Mission Bay/Ballpark will be partially funded through grants from Catellus Corporation and from the Giants for the Agency's work in these areas. The Budget Analyst recommends approval of this position. As noted above, the SFRA advises that informal agreements to fund the Mission Bay/Ballpark work have been negotiated with Catellus Corporation for Mission Bay, and with the Giants for the Ballpark area. The overall cost of the Mission Bay project is estimated at \$794,000, to be funded with an

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estimated \$645,000 in grant funds from Catellus, and \$149,000 through tax increment bonds. The overall cost of the Ballpark project is estimated at \$847,000, to be funded with an estimated \$773,000 in grant funds from the Giants, and \$74,000 in tax increment bonds. The total amount of tax increment funding required for these two projects in FY 1996-97 is \$223,000 (\$149,000 plus \$74,000). The Budget Analyst notes that the proportion of the Mission Bay and Ballpark Redevelopment work which is to be funded by Catellus Corporation, and by the Giants, respectively, is still a subject for negotiation, and that no formal commitment has yet been made by Catellus Corporation or by the Giants to provide the funds shown in the Redevelopment Agency's budget. The Budget Analyst therefore advises that funds for these projects, in the amount of \$794,000 for Mission Bay, and \$847,000 for the Ballpark, for a total of \$1,641,000, be reserved, pending a report on these issues to the Board of Supervisors.

5. The Budget Analyst notes that the Mayor's proposed budget has transferred responsibility for Treasure Island development from the SFRA to the Mayor's Office. Approval of an amendment to increase funding for Treasure Island development in the SFRA budget by \$200,000, to be administered by the Mayor's Office, would be a policy matter for the Board of Supervisors.

6. Mr. Gamble advises that the Agency budget for General Insurance had been increased from approximately \$38,000 to \$430,000 in anticipation of increased liability associated with Treasure Island development, but that this item can be reduced to approximately \$230,000 (a savings of \$200,000) if the City assumes liability for the project. The Budget Analyst recommends that the amount of \$230,000 for this item be approved for the Redevelopment Agency's overall General Insurance budget, and that the remaining amount of \$200,000 reserved pending a decision by the SFRA and the City's Risk Manager on appropriate liability insurance for the Treasure Island project, and a report to the Board of Supervisors on this issue.

7. In addition to the number of new positions listed above, the Redevelopment Agency is proposing to reclassify and/or re-title 71 out of the 112.5 existing positions in the Agency. Of these 71 reclassifications/retitles, 68 result in salary increases ranging from \$410 to \$12,417, with an overall increase in salary costs of \$276,490. Fringe benefits of \$57,233 increase this annual cost to \$333,723. Table I shows the reclassifications or title changes, the salary changes, and the percentage of salary changes under this proposal. The Redevelopment Agency contracted for a classification and compensation study of its staff by a consultant, Shannon Associates, at a cost of \$48,000, which recommended the proposed changes, and the new salary structure was adopted by the Commission and implemented in October of 1995, according to Mr. Gamble. Mr. Gamble notes that the Redevelopment Agency is authorized to reallocate funds within its budget without approval by the Board of Supervisors of up to a limit of 10 percent of any line item in the SFRA's budget, and that the overall cost increase associated with these salary changes is within that limit. According to Mr. Gamble, the classification/compensation study commissioned by the Agency was done, in part, in response to a recommendation made by the Budget Analyst in a 1992 management audit of the SFRA. However, in fact, the Budget Analyst recommended that the Board of Supervisors and not the SFRA should retain the outside consultant for purposes of determining appropriate salary levels.

8. Mr. Gamble now advises that in lieu of the \$276,490 in salary increases shown in our report, as previously provided by the SFRA, that as a result of the classification/compensation study, the correct amount is "closer to \$100,000" with the balance attributable to routine step and cost of living increases. In a June 18 letter to the Budget Committee, the SFRA claimed that the

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Department: San Francisco Redevelopment Agency (SFRA)

overall percentage increase resulting from classification/compensation study was "less than 5%", and in a June 21 letter, they claim that the percentage increase resulting from classification/compensation study for the positions which were reclassified is only 2.5%. In fact, the study resulted in individual salary increases of up to 21.6 percent. Further, the Budget Analyst notes that step increases can be triggered by the reclassifications recommended in the classification/compensation study. As of the writing of this report, the Budget Analyst still has not been provided with any documented details regarding the SFRA's analysis. Nevertheless, 42% of the SFRA's employees now earn in excess of \$70,000 and 15% earn in excess of \$90,000. Further, contrary to our recommendations, the classification/compensation study was done under the direction of SFRA and not the Board of Supervisors as had been recommended by the Budget Analyst in his 1992 management audit of the Redevelopment Agency. Additionally, the Board of Supervisors was never advised of the results of the study which were implemented by the Redevelopment Agency in October of 1995, until the Budget Analyst made inquiries and was provided with the results of the study during our current FY 1996-97 budget review.

9. As previously noted, a management audit of the Redevelopment Agency was completed in January of 1992 by the Budget Analyst, who recommended that a classification study of the Redevelopment Agency be conducted, by an outside consultant, under the jurisdiction of the Board of Supervisors and not under the SFRA. The Agency's salary structure at the time we recommended the study showed that SFRA had approximately 12% of its employees earning in excess of \$70,000, which was twice the average of seven similar City departments. A classification study was recommended by the Budget Analyst because SFRA job classifications comparable to those in the City did not exist for senior Agency positions, whose salaries were instead tied to that of the SFRA Executive Director. In addition, Agency salaries are decided on and recommended to the Commission by Agency staff, without review by the Human Resources Department (as is required of all other City agencies). The Budget Analyst notes that, contrary to our recommendation in the 1992 management audit of the SFRA, the classification study obtained by the SFRA was not carried out under the jurisdiction of the Board of Supervisors. In addition, while the study was completed in May of 1995, and salary increases implemented in October of 1995, the study was not provided to the Budget Analyst or to the Board of Supervisors until June of 1996 during this budget review. The Budget Analyst notes that with the reclassifications implemented by the SFRA, 42% of SFRA staff, or 48 employees of the total of 114.5 employees in the SFRA will earn in excess of \$70,000 annually and 15% of SFRA staff, or 17 employees will earn in excess of \$90,000 annually. At the time we recommended such a study be conducted, approximately 12 percent of the SFRA employees were earning in excess of \$70,000 annually.

10. The SFRA's Administrative Budget is proposed to increase by \$384,787, from \$1,846,398 to \$2,231,185. The Budget Analyst recommends a reduction in this budget in the amount of \$181,137, from \$2,231,185 to \$2,050,048, as detailed in the list of Recommendations included in this report.

11. The proposed legislation (Item 2, File 161-96-4) would approve the issuance of Tax Increment Bonds in an aggregate amount not to exceed \$43,000,000 million. Mr. Gamble advises that the bond amount will include \$36,758,000 in Redevelopment activities as shown, and approximately \$6,242,000 in bond issuance and bond reserve fund costs.

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1996-97

Department: San Francisco Redevelopment Agency (SFRA)

12. The proposed budget would also authorize the SFRA to claim an additional \$1,587,000 annually to repay the 1996 Tax Increment Bonds and would limit the SFRA to a cumulative annual tax increment payment of \$21,100,000 per its statement of indebtedness to be filed by October 1, 1996. The cumulative annual tax increment as of FY 1995-96 was \$19,513,000.

Recommendations:

1. Amend the proposed resolution (Item 2, File 161-96-4) to reduce the Redevelopment Agency's proposed budget by \$422,852, from \$85,871,000 to \$85,448,148 including \$241,715 in Personnel Costs and \$181,137 in Administrative costs, corresponding to the recommended expenditure reductions as detailed in this report.

2. Approval of 71 position reclassifications/retitles, resulting in 68 salary increases totaling \$276,490 is a policy matter for the Board of Supervisors. As previously stated, approval of such salary increases would result in 48 positions or 42 percent of employees of the SFRA having annual salaries in excess of \$70,000, and 17 employees or 15 percent would have annual salaries in excess of \$90,000.

3. Reserve an amount of \$794,000 for the Mission Bay project, and \$847,000 for the Ballpark project, for a total of \$1,641,000, because the proportion of the Mission Bay and Ballpark Redevelopment work which is to be funded by Catellus Corporation, and by the Giants, respectively, is still a subject for negotiation, and no formal commitment has yet been made by Catellus Corporation or by the Giants to provide the funds shown in the Redevelopment Agency's budget. The Budget Analyst therefore recommends that funds for these projects be reserved, pending a report on these issues to the Board of Supervisors.

4. Reserve an amount of \$200,000 for General Insurance costs pending a decision by the SFRA and the City's Risk Manager on appropriate liability insurance for the Treasure Island project, and a report to the Board of Supervisors on this issue.

5. Approve the proposed resolution as amended.

Table I: Class/Title Changes - San Francisco Redevelopment Agency*

FY 1995-96 Title	FY 1996-97 Title	FY 1995-96 Salary	FY 1996-97 Salary	Increase (Decrease)	Percentage Change
<u>Executive Office</u>					
Confidential Sec.	Executive Assistant	\$49,667	\$57,925	\$8,258	16.6
Exec. Secretary II	Admin. Secretary	44,441	46,055	1,614	3.6
<u>Legal Office</u>					
Attorney I	Staff Attorney	52,881	59,318	6,437	12.2
Legal Secretary III	Sr. Legal Secretary	53,539	54,384	845	1.6
Legal Secretary II	Sr. Legal Secretary	51,071	54,384	3,313	6.5
<u>Program and Project Management</u>					
Deputy Executive	Deputy Executive	102,129	109,985	7,856	7.7
Asst. Proj. Coord.	Development Specialist	61,235	70,565	9,330	15.2
Exec. Secretary II	Executive Secretary	44,441	48,305	3,864	8.7
Project Director	Sr. Project Manager	88,232	90,275	2,043	2.3
Exec. Secretary I	Admin. Secretary	43,433	46,055	2,622	6.0
Project Coordinator	Sr. Project Manager	78,128	90,275	12,147	15.5
Project Coordinator	Sr. Project Manager	78,128	90,275	12,147	15.5
Secretary II	Administrative Secretary	40,013	46,055	6,042	15.1
Project Coordinator	Sr. Project Manager	78,128	90,275	12,147	15.5
Development Spec.	Development Spec.	52,642	64,004	11,362	21.6
Exec. Secretary I	Admin. Secretary	43,433	46,055	2,622	6.0
<u>Development</u>					
Asst. Dir. Comm. Serv.	Community Serv. Mgr.	83,671	90,275	6,604	7.9
Exec. Secretary II	Admin. Secretary	44,714	46,055	1,341	3.0
Res. & Bus. Serv. Supe.	Reloc. & Prop. Mgmt. Supe.	68,458	70,512	2,054	3.0
Sr. Comm. Serv. Spec.	Sr. Comm. Serv. Spec.	49,142	51,150	2,008	4.1
Sr. Comm. Serv. Spec.	Sr. Comm. Serv. Spec.	49,142	51,150	2,008	4.1
Administrative Asst. I	Community Serv. Rep.	40,310	46,356	6,046	15.0
Laborer Supervisor	Facilities Maintenance Supe.	42,114	44,107	1,993	4.7
Laborer	Facilities Maintenance Worker	38,640	39,956	1,316	3.4
Laborer	Facilities Maintenance Worker	38,640	39,956	1,316	3.4
Laborer	Facilities Maintenance Worker	38,640	39,956	1,316	3.4
Harbor Office Mgr.	Harbor Office Supervisor	41,902	42,312	410	0.1
Harbor Attendant II	Sr. Harbor Attendant	36,279	42,018	5,739	15.8
Harbor Attendant I	Harbor Security Officer	31,753	34,727	2,974	9.4
Harbor Attendant II	Harbor Attendant	36,279	36,260	-19	-0.1
Affirm. Action Officer	Contract Compliance Supe.	79,693	81,786	2,093	2.6
Affirm. Action Spec. II	Contract Compliance Spec. II	68,458	70,512	2,054	3.0
Affirm. Action Spec. II	Contract Compliance Spec. II	68,458	70,512	2,054	3.0
Affirm. Action Spec. I	Contract Compliance Spec. II	65,208	67,164	1,956	3.0
Secretary II	Secretary	40,658	41,878	1,220	3.0
Principal Clerk Typist	Sr. Office Assistant	39,084	40,940	1,856	4.7

*The Redevelopment Agency's proposed budget includes 114.5 positions. Of these, 71 are proposed for reclassification/retire as listed. As noted above, 48 employees, or 42 percent, would have salaries in excess of \$70,000, and 17 employees, or 15 percent, would have salaries in excess of \$90,000.

Table 1: Class/Title Changes - San Francisco Redevelopment Agency*

FY 1995-96 Title	FY 1996-97 Title	FY 1995-96 Salary	FY 1996-97 Salary	Increase (Decrease)	Percentage Change
<u>Development Services</u>					
Development Spec.	Sr. Development Spec.	70,543	81,786	11,243	15.9
Asst. Project Coord.	Development Specialist	61,235	70,565	9,330	15.2
Asst. Development Spec.	Development Specialist	58,742	68,155	9,413	16.0
Asst. Housing Mgmt. Spec.	Development Specialist	56,885	67,218	10,333	18.2
Real Estate Specialist	Development Specialist	77,783	60,951	-16,832	-22.0
Admin. Assistant II	Asst. Development Specialist	45,694	52,542	6,848	15.0
Executive Secretary II	Admin. Secretary	44,441	46,055	1,614	3.6
Secretary II	Secretary	40,013	40,940	927	2.3
<u>Technical Services</u>					
Executive Secretary II	Admin. Secretary	44,441	46,055	1,614	3.6
Rehabilitation Counselor	Bldg./Construction Inspector	66,194	67,137	943	1.4
Chief, Planning & Prog.	Principal Planner	86,137	86,981	844	1.0
Assistant Planner	Associate Planner	47,738	52,489	4,751	10.0
Chief, Architecture	Principal Architect	86,137	86,981	844	1.0
Sr. Lndscp. Arch./Admin.	Sr. Landscape Architect	69,138	77,849	8,711	12.6
Executive Secretary I	Admin. Secretary	43,433	46,055	2,622	6.0
<u>Administrative Services</u>					
Admin. Serv. Officer	Admin. Services Manager	78,950	83,821	4,871	6.2
Supervising Clerk	Support Serv. Supervisor	43,433	48,305	4,872	11.2
Sr. Clerk Typist	Sr. Office Assistant	36,354	40,940	4,586	12.6
Clerk Typist/Reception	Office Assistant II	31,426	37,272	5,846	18.6
Clerk Receptionist	Office Assistant I	30,259	32,002	1,743	5.8
Record Inf. Supervisor	Record Inf. Supervisor	52,337	55,086	2,749	5.3
Record Specialist I	Senior Office Assistant	31,744	37,144	5,400	17.0
<u>Finance and Project Development</u>					
Executive Secretary II	Executive Secretary	44,441	48,305	3,864	8.7
Financial Operations Mgr.	Finance Manager	78,128	83,821	5,693	7.3
Financial Analyst	Sr. Financial Analyst	66,486	72,279	5,793	8.7
Principal Accountant	Accountant III	55,022	62,344	7,322	13.3
Principal Accountant	Accountant III	55,022	62,344	7,322	13.3
Senior Accountant	Accountant II	45,243	51,150	5,907	13.1
Accountant	Accountant I	39,939	44,107	4,168	10.4
Data Processing Mgr.	Information Systems Supe.	65,849	68,851	3,002	4.6
Project Director	Sr. Project Manager	88,232	90,275	2,043	2.3
Project Dev. Coord.	Project Mgr., South Bayshore	78,128	81,786	3,658	4.7
Project Dev. Coord.	Project Mgr., Mid-Market	78,128	81,786	3,658	4.7
Public Affairs Officer	Public Affairs Officer	73,446	63,897	-9,549	-13.0
Exec. Secretary II	Admin. Secretary	44,714	46,055	1,341	3.0
TOTALS		\$3,978,619	\$4,255,101	\$276,482	7.0

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **San Francisco Redevelopment Agency (SFRA)**

Page			Position/ Equipment	Number		Amount		
No.	Line	Account Title	Number	From	To	From	To	Savings
<u>Project Budget</u>								
		Mission Bay				\$794,000	\$794,000	*
		* Pending a report on the amount of funds to be contributed to this project by Catellus Corporation, reserve the amount of \$794,000.						
		Ballpark				847,000	847,000	
		* Pending a report on the amount of funds to be contributed to this project by the Giants, reserve the amount of \$847,000.						
<u>Personnel Budget</u>								
		Personnel Costs				8,606,000	8,364,285	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
		Property Management	1	0		67,218	0	\$67,218
		Sr. Programmer Analyst	1	0		51,257	0	51,257
		Sr. Development Specialist	1	0		81,786	0	81,786
		The SFRA states that these three new positions are needed for new property management and MIS expertise required by the Agency. The Budget Analyst recommends that the Agency substitute vacant positions for these requested new positions, and/or conduct a workload analysis and reallocate existing professional and technical positions and/or staff in order to provide resources for these projects. The Budget Analyst does recommend approval of one new position, a Project Manager, for the Mission Bay - Ballpark project.						
		Mandatory Fringe Benefits				Fringe benefits are shown in the Personnel line of the SFRA's budget.		41,454
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Page No.	Line	Account Title	Position/ Equipment Number	Number From To	Amount From	To	Savings
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salaries.

Personnel Reclassifications	\$276,490	\$276,490	*
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Approval of a total of 71 position reclassifications as shown in Table I is a policy matter for the Board of Supervisors. A management audit of the Redevelopment Agency was completed in January of 1992 by the Budget Analyst which found that a classification study of the Redevelopment Agency should be conducted, by an outside agency, under the jurisdiction of the Board of Supervisors and not under the SFRA. The Agency's salary structure at the time we recommended the study showed that SFRA had approximately 12% of its employees earning in excess of \$70,000, which was twice the average of seven similar City departments. A classification study was recommended by the Budget Analyst because SFRA job classifications comparable to those in the City did not exist for senior Agency positions, whose salaries were instead tied to that of the SFRA Executive Director. In addition, Agency salaries are decided on and recommended to the Commission by Agency staff, without review by the Human Resources Department (as is required of all other City agencies). The Budget Analyst notes that, contrary to our recommendation in the 1992 management audit of the SFRA, the classification study obtained by the SFRA was not carried out under the jurisdiction of the Board of Supervisors. In addition, while the study was completed in May of 1995, and salary increases implemented in October of 1995, the study was not provided to the Budget Analyst or to the Board of Supervisors until June of 1996 during this budget review, as a result of inquiries made by the Budget Analyst. The Budget Analyst notes that with the reclassifications implemented by the SFRA, 42% of SFRA staff or 48 employees of the total of 114.5 employees in the SFRA, would earn in excess of \$70,000 annually and 15% of SFRA staff or 17 employees would earn in excess of \$90,000 annually. At the time we recommended such a study be conducted, approximately 12 percent of the SFRA employees were earning in excess of \$70,000 annually. While the SFRA now claims that the amount due to the increases under the study of \$276,490, as previously provided by the SFRA, is "closer to \$100,000," with the rest due to routine step and COLA increases, no specific information documenting this claim has been provided to the Budget Analyst.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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 1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Page No.	Line	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
		Administrative Costs				\$2,231,185	\$2,050,048	*
		Reduction in administrative costs is a total of the following specific recommendations.						
		Building Repair				8,770	7,400	\$1,370
		Reduce to actual FY 1995-96 spending, plus a cost of living adjustment for FY 1996-7.						
		Telephone				60,760	50,000	10,760
		Reduce to actual FY 1995-96 spending, plus a cost of living adjustment for FY 1996-7.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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Department: San Francisco Redevelopment Agency (SFRA)

Page No.	Line	Account Title	Position/ Equipment		Number		Amount		Savings
			Number		From	To	From	To	
		General Insurance					\$430,000	\$430,000	*
		<p>* Approve the amount of \$230,000 for the Agency's overall General Insurance, and reserve the amount of \$200,000 pending a report from the SFRA & City's Risk Manager on appropriate liability coverage related to the Treasure Island Development, and The Mayor's proposed budget for FY 1996-97 shifts planning and economic development activities for Treasure Island from the SFRA to the Mayor's office. Mr. Gamble advises that the Agency budget for General Insurance had been increased from approximately \$38,000 to \$430,000 in anticipation of increased liability associated with Treasure Island development, but that this item can be reduced to approximately \$230,000 (a savings of \$200,000) if the City assumes liability for the project. The Budget Analyst recommends that the amount of \$200,000 budgeted by the SFRA for this purpose be reserved pending a decision by the SFRA and the City's Risk Manager on appropriate liability insurance for the Treasure Island project, and a report to the Board of Supervisors on this issue.</p>							
		Training					12,500	7,000	5,500
		<p>Reduce to actual FY 1995-96 spending level, plus a cost of living adjustment for FY 1996-97.</p>							

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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1996-97

Department: San Francisco Redevelopment Agency (SFRA)

<u>Page</u> <u>No.</u>	<u>Line</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>			<u>Amount</u>		<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
		Postage				\$40,200	\$39,500	\$700
		Reduce to actual FY 1995-96 spending level, plus a cost of living adjustment for FY 1996-97.						
		Messenger				44,300	43,300	1,000
		Reduce to actual FY 1995-96 spending level, plus a cost of living adjustment for FY 1996-97.						
		Dues & Subscriptions				50,000	42,700	7,300
		Reduce to FY 1995-96 budget level. Department has not justified an increase in this item.						
		Consultants				247,800	242,800	5,000
		Reflects a reduction of \$5,000 in the SFRA's estimate for the cost of a disparity study of SFRA contracting.						
		Equipment Purchase				245,461	134,954	110,507
		Reduction of \$110,507 in computer/software purchases where sufficient justification was not provided.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: San Francisco Redevelopment Agency (SFRA)

Page No.	Line	Account Title	Position/ Equipment		Number		Amount		Savings
			Number		From	To	From	To	
		Equipment Lease					\$47,212	\$43,712	\$3,500
		Reduction of \$3,500 in equipment leases for which no information was provided.							
		Other Travel					10,800	7,800	3,000
		Reduce to actual FY 1995-96 spending level, plus a cost of living adjustment for FY 1996-97.							
		Commission					52,500	40,000	12,500
		Reduce to the level of actual itemized costs as provided by the Department.							
		Print/Photo					45,354	25,354	20,000
		Reduce to eliminate duplication of services represented by lease of a color printer in equipment lease line item.							
		Subtotal - Administrative Costs							\$181,137
		Total Recommended Reductions							\$422,852
		Total Recommended Reserves							\$1,841,000
		Total Board Policy Matter							\$276,490

90.07

3

6/26/96

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 24, 1996

TO: Budget Committee

FROM: Budget Analyst *Recommendation for meeting* DOCUMENTS DEPT.

SUBJECT: June 26, 1996 Budget Committee Meeting

JUN 26 1996

SAN FRANCISCO
PUBLIC LIBRARY

Item 3 - File 170-96-5.1

Department: Chief Administrative Officer (CAO)

Item: Motion awarding bonds and fixing definitive interest rates for \$7,645,000 in General Obligation Bonds (Public Safety Improvement Projects, 1989), Series 1996B; \$14,285,000 in General Obligation Bonds (Fire Department Facilities Project, 1992), Series 1996C; \$42,300,000 in General Obligation Bonds (School District Facilities Improvements, 1994), Series 1996D; and \$25,000,000 in General Obligation Bonds (Asian Art Museum Relocation Project), Series 1996E.

Description: The Board of Supervisors previously approved a resolution (File 170-96-5) authorizing the public sale of (1) \$7,645,000 in General Obligation Bonds consisting of Series 1996B, Public Safety Improvement Projects, 1989; (2) \$14,285,000 in General Obligation Bonds consisting of Series 1996C, Fire Department Facilities Project, 1992; (3) \$42,300,000 in General Obligation Bonds consisting of Series 1996D, School District Facilities Improvements; and \$25,000,000 in General Obligation Bonds consisting of Series 1996E, Asian Art Museum Relocation Project. That resolution also authorized the Budget Committee to award the bonds to the bidder whose bid represents the lowest true interest cost to the City for purposes of underwriting these City bonds.

The proceeds from the sale of \$7,645,000 in Public Safety Improvement Projects Bonds would be used to fund asbestos

abatement and seismic repairs associated with the Asian Art Museum Relocation, and to pay costs associated with the sale of the Series 1996B bonds.

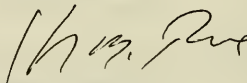
The proceeds from the sale of \$14,285,000 in Fire Department Facilities Project Bonds would be used for architectural and engineering services and construction in connection with the rehabilitation of approximately 18 Fire Department facilities and to pay costs associated with the sale of the Series 1996C bonds.

The proceeds from the sale of \$42,300,000 in School District Facilities Improvements Bonds would be used for architectural, engineering and construction costs for the repair and improvement of approximately 45 schools and to pay costs associated with the sale of the Series 1996D bonds.

The proceeds from the sale of \$25,000,000 in Asian Art Museum Relocation Project Bonds would be used for design and construction of seismic improvements and for hazardous waste abatement at the old Main Library building and to pay costs associated with the sale of the Series 1996E bonds.

Comment:

Ms. Stephanie Carlisle of the CAO's Office advises that the bids for the bonds are scheduled to be opened at 9:00 am on Wednesday, June 26, 1996, and that it is essential to get the Budget Committee's approval of the lowest bidder on that day. Ms. Carlisle reports that the CAO will submit an Amendment of the Whole prior to the Budget Committee's scheduled meeting at 1:00 pm Wednesday, June 26, 1996, which will list the winning bidder, the other bidders, the interest rate that each bidder has offered to the City, and the MBE/WBE status of each bidder.



Harvey M. Rose

cc: Supervisor Hsieh	Supervisor Teng
Supervisor Kaufman	Supervisor Yaki
Supervisor Bierman	Clerk of the Board
President Shelley	Chief Administrative Officer
Supervisor Alioto	Controller
Supervisor Ammiano	Margaret Kisliuk
Supervisor Brown	Paul Horcher
Supervisor Katz	Ted Lakey
Supervisor Leal	

MINUTES

DOCUMENTS DEPT.

DEPARTMENTAL BUDGET REVIEW
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

AUG 27 1996
SAN FRANCISCO
PUBLIC LIBRARY

THURSDAY, JUNE 27, 1996 - 1:00 P.M.

ROOM 410, VETERANS BLDG.
401 VAN NESS AVENUE

TIME MEETING CONVENED: 1:20 P.M.

1. File 100-96-1. [Annual Budget] Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1996-97. (Mayor)

HUMAN WELFARE

AGE Commission on the Aging
HRC Human Rights Commission
WOM Commission on the Status of Women
DSS Social Services

COMMUNITY HEALTH - DEPARTMENT OF PUBLIC HEALTH

HCH Community Health Services
HLH Laguna Honda Hospital
HGH San Francisco General Hospital
HMH Department of Mental Health

GEN - GENERAL CITY RESPONSIBILITIES

CAP - CAPITAL EXPENDITURE PLAN

PUBLIC PROTECTION (Cont'd from 6/25/96)

SHF Sheriff

CULTURE & RECREATION (Cont'd from 6/26/96)

FAM Fine Arts Museums
LIB Public Library

SPEAKERS: Harvey Rose, David Ishida, Sonia Melara, Michael Wald, Monique Zmuda, Michael McLaughlin Local 856, Mike Hennessey, Margaret Kisliuk, David Price, Mary Burns, Koo Im Tong, Ed Harrington.

ACTION: DEPARTMENTAL REVIEW HEARINGS HELD. BUDGET FOR FISCAL YEAR 1996-97 AS PRESENTED BY THE MAYOR AMENDED BY THE BUDGET COMMITTEE. RECOMMENDED AS AMENDED. (TO BOARD MEETING, MONDAY, JULY 8, 1996.) (SEE FILE FOR DETAILS.)

VOTE: 3-0 (Supv. Bierman dissents on HLH - nurse positions)

2. File 157-96-1. [Departmental Report of Fees, 1995-96] Hearing to consider communication transmitting Departmental Report Fees, 1995-96, pursuant to Section 3.17-2 of the Administrative Code. (Controller)

(Continued from 6/20/96)

SPEAKER: Ed Harrington

ACTION: HEARING HELD. FILED.

VOTE: 3-0.

3. File 101-96-2. [Annual Appropriation Ordinance, 1996-97] Annual Appropriation Ordinance, fiscal year 1996-97, an ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1997. (Mayor)

SPEAKERS: Harvey Rose, Ed Harrington

ACTION: HEARING HELD. AMENDED TO REFLECT BUDGET SUBMITTED BY THE MAYOR AND AMENDED BY THE BUDGET COMMITTEE. FURTHER AMENDED. Amend Section 19 "When the Budget Committee has reserved selected expenditure items pending receipt of additional information from departments, upon receipt of the required information to the satisfaction of said committee, the Controller is hereby directed to release the previously reserved funds with no further action required by the Board of Supervisors." ADOPTED. RECOMMENDED AS AMENDED. (TO BOARD MEETING MONDAY, JULY 8, 1996.)

VOTE: 3-0.

4. File 102-96-2. [Annual Salary Ordinance, 1996-97] Ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1997, continuing, creating or establishing these positions, enumerating and including therein all positions created by Charter or State law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; specifying and fixing the compensations and work schedules thereof; and authorizing appointments to temporary positions and fixing compensations therefor. (Department of Human Resources)

BUDGET COMMITTEE
DEPARTMENTAL BUDGET REVIEW
PAGE 3
JUNE 27, 1996

SPEAKERS: Harvey Rose, Ed Harrington

ACTION: HEARING HELD. AMENDED TO REFLECT BUDGET SUBMITTED BY
THE MAYOR AND AMENDED BY THE BUDGET COMMITTEE.
RECOMMENDED AS AMENDED. (TO BOARD MEETING MONDAY,
JULY 8, 1996.)

VOTE: 3-0

TIME MEETING ADJOURNED: 3:18 P.M.

590.07

#3

6/27/96

Public Library, Documents Dept.

Attn: Kate Wingerson

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 25, 1996

DOCUMENTS DEPT.

JUN 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

TO: Budget Committee

FROM: Budget Analyst *Recommendation for*

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1996-97 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the budget Committee budget review.

Budget Committee Review, June 27, 1996, 1:00 p.m.

Human Welfare

Page

AGE Commission on the Aging.....	1
HRC Human Rights Commission.....	6
WOM Commission on the Status of Women.....	10
DSS Social Services.....	13

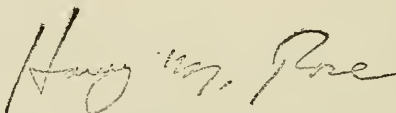
Community Health - Department of Public Health.....

HCH Community Health Services.....	34
HLH Laguna Honda Hospital.....	46
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June 25, 1996

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HMH Department of Mental Health.....	59
GEN <u>General City Responsibilities</u>	73
CAP <u>Capital Expenditure Plan</u>	78



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Brown
Supervisor Katz
Supervisor Leal
Supervisor Teng
Supervisor Yaki
Clerk of the Board
Chief Administrative Officer
Controller
Margaret Kisliuk
Paul Horcher
Ted Lakey

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: AGE Commission on the Aging

Budget Volume: III
Budget Page: 1757

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,090,769	\$954,463	(\$136,306)	-12.5 %
Other Department Revenue	10,744,501	11,681,001	936,500	8.7
Recoveries				-
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$11,835,270	\$12,635,464	\$800,194	6.8 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$11,260,624	\$12,060,818	\$800,194	7.1 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$11,260,624	\$12,060,818	\$800,194	7.1 %
Transferred Expenses	\$574,646	\$574,646	\$0	0.0 %
Recoveries				-
Supplemental Appropriations				-
Total Uses	\$11,835,270	\$12,635,464	\$800,194	6.8 %
Mayor's Listed Positions:				
Permanent	20.00	20.00	0.00	0.0 %
Temporary				-
Work Order				-
Salary Savings	(1.00)	(1.02)	(0.02)	2.0
Project Positions				-
Subtotal, Mayor's Budget	19.00	18.98	(0.02)	-0.1 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	19.00	18.98	(0.02)	-0.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AGE - Commission on the Aging

Financial Data:

The Commission on the Aging's (COA) proposed \$12,060,818 budget for 1996-97 is \$800,194 or 7.1 percent more than the original 1995-96 budget of \$11,260,624. The net increase from the revised 1995-96 budget to the proposed 1996-97 budget is identical to the increase in the original budget.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year 1996-97
	Original	Revised	
<u>Senior Citizens Programs Fund</u>			
Services to Frail Elders	\$3,707,794	\$3,707,794	\$4,168,403
Independent Seniors Program	6,340,096	6,340,096	6,285,521
Access to Services for Seniors	687,039	687,039	766,859
Senior Central Development	0	0	280,000
Aging Program Administration	1,100,341	1,100,341	1,134,681
Less: Transferred Expenses	<u>(574,646)</u>	<u>(574,646)</u>	<u>(574,646)</u>
Total	<u>\$11,260,624</u>	<u>\$11,260,624</u>	<u>\$12,060,818</u>

Department Revenues:

The Commission on the Aging's projected revenues of \$11,681,001 represent an increase of \$936,500 or 8.7 percent from the FY 1995-96 revenues of \$10,744,501 due to an increased allocation of parking tax revenues.

Department Expenditures:

1. The Commission on the Aging's budget increase of \$800,194 represents the following changes:

Salary and fringe benefit increases	\$33,083
Reduction in salary savings	2,719
Budget increase for non-profit contracts	754,803
Budget increase for professional service contracts	5,500
Increase for services of other departments	<u>4,089</u>
Total	\$800,194

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **AGE - Commission on the Aging**

2. Salary savings for FY 1996-97 are \$50,004, or 5.1 percent of budgeted salaries of \$981,802, which represents a reduction from the FY 1995-96 level of salary savings of \$52,723, or 5.5 percent of budgeted salaries of \$959,970.

3. The Commission on the Aging contracts with public and non-profit agencies to provide case management, housing, in-home services, health, community senior center support, legal assistance, in-home services for frail seniors, congregate nutrition, home delivered meals, transportation, prevention of abuse, and ombudsman services. The Mayor's recommended 1996-97 budget includes \$10,735,532 for contracts with 39 non-profit and public service providers. The Mayor's 1996-97 proposed budget of \$10,735,532 for contracts is \$754,803 more than the 1995-96 level of \$9,980,729. This primarily reflects the transfer of \$725,897 in contracts to the proposed budget which were previously funded off-budget. Additionally, one contract would increase by \$27,953 as a result of a revised allocation from the United States Department of Agriculture (USDA) for food contracts.

The Mayor's Office has submitted clerical errors in order to provide a 3.0 percent Cost of Living Adjustment (COLA) for 38 of the 39 contracts. Based on information provided by the Department, the table below shows the amount of each contract as currently budgeted and the amount of each contract if a 3.0 percent COLA were added:

<u>Name of Contractor</u>	<u>FY 1996-97 Budgeted Amount</u>	<u>Amount incl. Proposed 3% COLA</u>
Asian Law Caucus	\$110,876	\$114,202
Bayview Hunters Point Multipurpose Center	153,684	158,295
Bayview Network for Elders	19,240	19,817
Bernal Heights Neighborhood Center	111,479	114,823
Catholic Charities	225,399	232,161
Center for Elderly Suicide Prevention	28,495	29,350
Centro Latino de San Francisco	259,775	267,568
Church of the Advent	23,887	24,604
Episcopal Sanctuary	59,456	61,240
Family Services Agency	146,245	150,632
Filipino American Council	108,576	111,833
Golden Gate Senior Services	186,699	192,300
Independent Housing Services	32,924	33,912
In-Home Support Services Consortium	35,287	36,346
John King Senior Center	49,302	50,781
Kimochi, Inc.	422,264	434,932
Korean Center	96,649	99,548
Laguna Honda	22,476	23,150
La Raza Central Legal	113,038	116,429
Legal Assistance to the Elderly	324,497	334,232
Meals on Wheels	1,564,083	1,611,005
Mission Neighborhood Centers	134,741	138,783
Mt. Zion Institute on Aging	27,843	28,678
NAPIS Equipment	10,241	10,548

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AGE - Commission on the Aging

<u>Name of Contractor</u>	FY 1996-97 Budgeted <u>Amount</u>	Amount incl. Proposed <u>3% COLA</u>
Northern California Presbyterian Homes	\$29,995	\$30,895
North of Market Senior Services	405,879	418,055
On-Lok 30th Street Senior Services	785,510	809,075
Operation Concern/Eighteenth Street Services	85,771	88,344
Reality House West	37,768	38,901
Russian American Community Services	136,587	140,685
Salvation Army	1,446,410	1,489,802
San Francisco Adult Day Health Network	78,375	80,726
San Francisco Senior Center	271,302	279,441
Self Help for the Elderly	1,033,768	1,064,781
United Jewish Community Center	389,267	400,945
Visitacion Valley Community Center	74,940	77,188
Western Addition Senior Center	482,030	496,491
USDA Food Contracts (no COLA)	1,096,724	1,096,724
YMCA of San Francisco	<u>114,050</u>	<u>117,472</u>
TOTAL CONTRACTS	<u>\$10,735,532</u>	<u>\$11,024,694</u>

As reflected in the table above, the total amount of contracts, including COLAs, would be \$11,024,694 or \$289,162 more than the currently budgeted amount of \$10,735,532. However, the clerical errors submitted by the Mayor's Office allows for an increase of \$306,404 or \$17,242 more than the increase reflected above of \$289,162. As such, the Budget Analyst is recommending that the clerical errors be reduced by \$17,242, from \$306,404 to \$289,162.

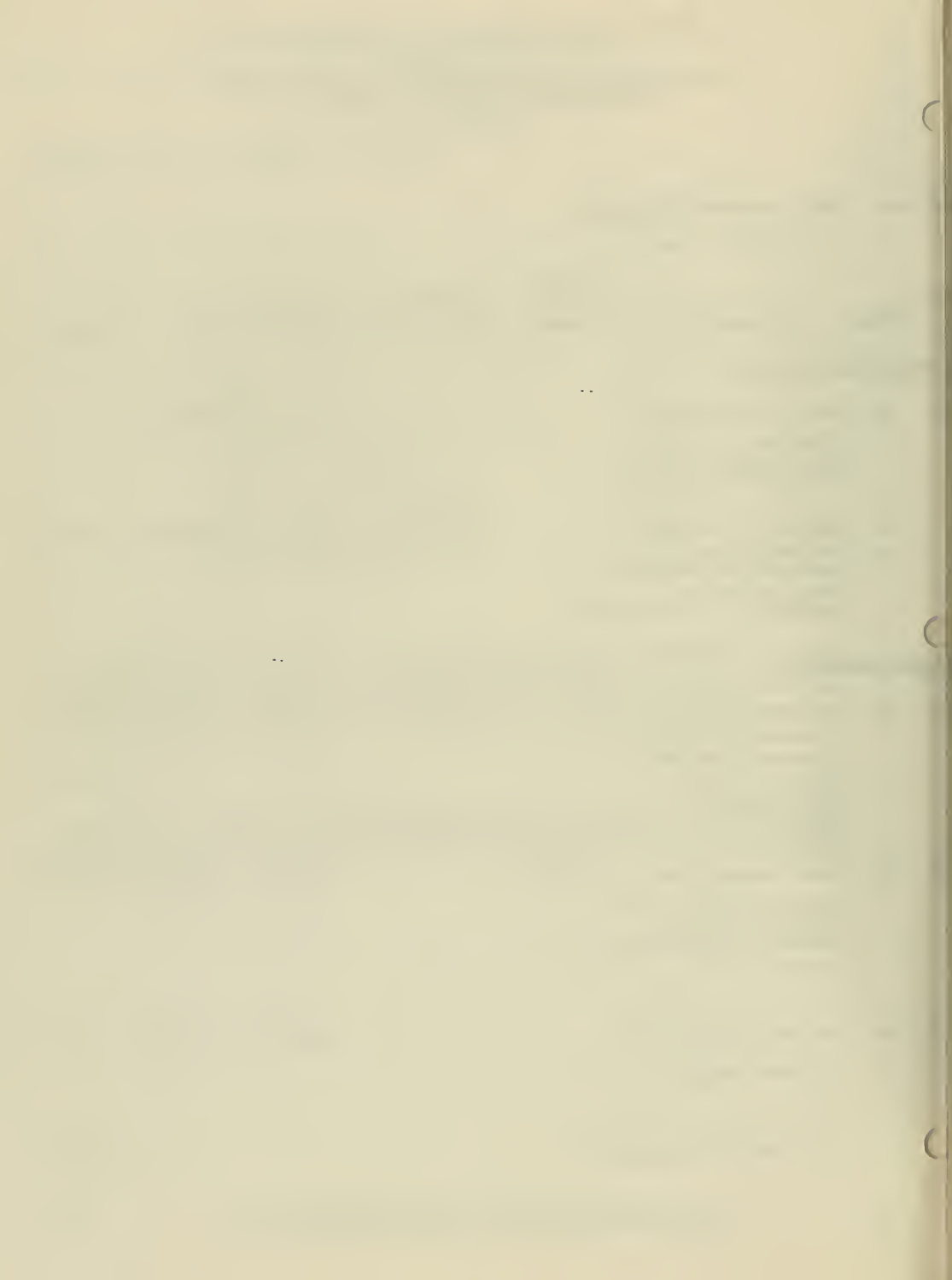
Comment

The Mayor's budget (including clerical errors) provides for an increase of \$1,106,598 (\$800,194 in the proposed budget plus \$306,404 for clerical errors). Our recommended reductions, which total \$26,055, would still allow an increase of \$1,080,543 or 9.6 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: AGE - Commission on the Aging

Object		Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Services to Frail Elders (CIB)</u>								
77	035	Other Current Expenses				\$3,593,757	\$3,706,456	*
		This adjustment corrects the Mayor's Budget as submitted to the Board of Supervisors.						
	035	Other Current Expenses				3,706,456	3,689,214	\$17,242
		This adjustment corrects overbudgeting for cost of living adjustments for non-profit contracts.						
<u>Administration (CIF)</u>								
134	001	Permanent Salaries - Misc.				781,976	774,840	*
		* The recommended reduction in Permanent Salaries - Misc. is the result of the following specific recommendation regarding individual classifications.						
137	001	Salary Savings - Misc.	9993M			(42,287)	(49,423)	7,136
		Increase salary savings to reflect FY 1995-96 actual salary expenditures, adjusted for salary increases.						
134	013	Mandatory Fringe Benefits				\$189,465	\$187,788	\$1,677
		Corresponds to reduction in salaries.						
Total Recommended Reductions								\$26,055



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HRC Human Rights Commission

Budget Volume: III
Budget Page: 1903

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,069,505	\$1,226,746	\$157,241	14.7 %
Other Department Revenue	80,237	85,394	5,157	6.4
Recoveries	1,099,479	1,303,759	204,280	18.6
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$2,249,221	\$2,615,899	\$366,678	16.3 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,149,742	\$1,312,140	\$162,398	14.1 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	\$1,149,742	\$1,312,140	\$162,398	14.1 %
Transferred Expenses				- %
Recoveries	1,099,479	1,303,759	\$204,280	18.6
Supplemental Appropriations				-
Total Uses	\$2,249,221	\$2,615,899	\$366,678	16.3 %
Mayor's Listed Positions:				
Permanent	16.00	14.60	(1.40)	-8.8 %
Temporary				-
Work Order	17.00	19.15	2.15	12.6
Salary Savings	(1.00)	(1.13)	(0.13)	13.0
Project Positions	(2.00)	(0.60)	1.40	-70.0
Subtotal, Mayor's Budget	30.00	32.02	2.02	6.7 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	30.00	32.02	2.02	6.7 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRC - Human Rights Commission**

Financial Data:

The Human Rights Commission's proposed \$1,312,140 budget for FY 1996-97 is \$162,398 or 14.1 percent more than the original FY 1995-96 budget of \$1,149,742. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
General Fund Expenditures	\$1,069,505	\$1,069,505	\$1,226,746
Grant Expenditures	80,237	80,237	85,394
Work Order Expenditures	<u>1,099,479</u>	<u>1,099,479</u>	<u>1,303,759</u>
Total	\$2,249,221	\$2,249,221	\$2,615,899
Work Order Recovery	(1,099,479)	(1,099,479)	(1,303,759)
Total Budget	\$1,149,742	\$1,149,742	\$1,312,140

Department Revenues:

The proposed FY 1996-97 budget includes \$85,394 in Grant Fund expenditures and revenues. This represents an increase of \$5,157 or 6.4 percent from the previous year's Grant Fund revenues of \$80,237. Grant Funds are received through the Federal Community Development Block Grant Program. In addition, an increase of \$128,292 in workorder funds from the Airport, from \$281,749 in FY 1995-96 to \$410,041 in FY 1996-7, is proposed in association with a significant increase in contract compliance work to be carried out by the HRC for construction contracts under the Airport Master Plan.

Department Personnel Changes

The Mayor's proposed FY 1996-97 budget for the HRC includes a new 1424 Clerk Typist at .75 FTE, at a salary cost of \$20,556, and a substitution of a 2992 Contract Compliance Officer I for 2978 Contract Compliance Officer II, with a salary cost increase of \$20,228. These increases are funded through workorder funds from the Airport, and are requested in order to provide personnel for an increased volume and complexity of contract compliance work associated with construction contracts under the Airport Master Plan.

The HRC's General Fund budget also includes substitution of a 1652 Senior Accountant for a 1650 Accountant. While there is no cost increase associated with this substitution in FY 1996-97, the annualized salary at the top step under this substitution increases by \$5,350, from \$40,064 from \$45,414.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HRC - Human Rights Commission

Department Expenditures:

The Mayor's proposed FY 1996-97 budget for the HRC includes an increase of \$73,500 in the area of professional and specialized services. These funds are requested for research, survey data, and other necessary information for a disparity study of the City's contracting practices, in the amount of \$65,000 (See Comment No. 1 below), and for a new summer employment for youth program, in the amount of \$8,500 (See Comment No. 2 below).

The HRC's proposed General Fund budget also includes increases of \$22,650 in equipment maintenance, and \$12,350 in equipment purchases. These increases are associated with the HRC's conversion from an obsolete VINES network system to a Windows network system, and the replacement of 4 obsolete computers with the purchase of 4 new PCs and software for staff working on the networked system. In addition, the HRC's workorder budget will increase by \$6,000 for equipment maintenance as a pro-rated share of the cost of the computer system conversion allocated to City Departments using the HRC's contract compliance services, and an increase of \$11,700 in workorder funds for equipment to purchase 4 new PCs for 4 contract compliance staff, one of whom is stationed at the Airport, and 1 of whom is stationed at the Port.

Comments:

1. Mr. Ed Lee, Director of the Human Rights Commission, advises that in order for the City to continue to provide bid preferences in City contracting, and other programs for MBE/WBEs, the City must demonstrate that a statistical disparity in the use of minority and women contractors exists in City contracting. Such a disparity must be documented and reported to the Human Rights Commission and to the Board of Supervisors no later than June 30, 1997 under the "sunset" clause, contained in the City's MBE/WBE ordinance, which requires such a review every three years for the extension of the ordinance. Mr. Lee advises that to meet the June 30, 1997 deadline, the disparity study will be conducted by the HRC beginning in 1996. As noted above, funds for professional and specialized services in the amount of \$65,000 have been proposed for the disparity study. Mr. Lee advises that these funds will be used for survey data and other data and for consultant services to assist the HRC's staff with statistical, demographic, and economic research which is necessary for the disparity study. The Budget Analyst recommends that funds for this item be reserved, pending the identification of specific contractors, and the MBE/WBE status of contractors.

2. An amount of \$8,500 has been included in the HRC's budget to provide stipends for approximately 10 high-school age youth employed in a summer internship program with the HRC. Stipends of varying amounts will be provided to the interns depending on the amount of time they work with the HRC. Approval of this proposed expenditure is a policy matter for the Board of Supervisors.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HRC - Human Rights Commission**

<u>Page</u>	<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From To</u>	<u>Amount From To</u>	<u>To</u>	<u>Savings</u>
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Human Rights - General Fund (CAD)

1909	027	Professional & Special Services				\$123,363	\$123,363	*
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*Pending identification of specific contractors, including MBE/WBE designations, reserve the amount of \$65,000 to fund a disparity study. Approval of the amount of \$8,500 for a new summer youth employment program is a policy matter for the Board of Supervisors.

Total Reserves: \$65,000

Total Board Policy Matter: \$8,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: WOM Commission on the Status of Women

Budget Volume:
Budget Page:

III
1929

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$1,242,481	\$1,476,891	\$234,410	18.9 %
Other Department Revenue	178,200	189,000	10,800	6.1
Recoveries	25,000	201,335	176,335	705.3
Revenue Transfers				-
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$1,445,681	\$1,867,226	\$421,545	29.2 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$1,407,481	\$1,651,891	\$244,410	17.4 %
Fac. Maint. / Capital Imp.				-
Subtotal - Mayor's Budget	<u>\$1,407,481</u>	<u>\$1,651,891</u>	<u>\$244,410</u>	17.4 %
Transferred Expenses	\$13,200	\$14,000	\$800	6.1 %
Recoveries	25,000	201,335	176,335	705.3
Supplemental Appropriations				-
Total Uses	\$1,445,681	\$1,867,226	\$421,545	29.2 %
Mayor's Listed Positions:				
Permanent	5.00	5.50	0.50	10.0 %
Temporary				-
Work Order		0.50	0.50	-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	<u>5.00</u>	<u>6.00</u>	<u>1.00</u>	20.0 %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	5.00	6.00	1.00	20.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WOM - Commission on the Status of Women

Financial Data:

The Commission on the Status of Women's proposed \$1,651,891 budget for FY 1996-97 is \$244,410 or 17.4 percent more than the original FY 1995-96 budget of \$1,407,481. The net increase from the revised FY 1995-96 budget is identical to the increase from the original budget.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
<u>General Fund</u>			
Commission Status of Women	\$1,089,684	\$1,089,684	\$1,324,894
Children's Baseline	165,997	165,997	165,997
General Fund Total	\$1,255,681	\$1,255,681	\$1,490,891
<u>Domestic Violence Prog. Fund</u>			
Domestic Violence Program	165,000	165,000	175,000
Subtotal	1,420,681	1,420,681	1,665,891
Less: Transferred Expenses	(13,200)	(13,200)	(14,000)
Subtotal, Mayor's Budget	<u>1,407,481</u>	<u>1,407,481</u>	<u>1,651,891</u>
<u>Work Order</u>	25,000	25,000	201,335
General Fund Transfer	13,200	13,200	14,000
Total Expenditures	<u>\$1,445,681</u>	<u>\$1,445,681</u>	<u>\$1,867,226</u>

Department Revenues:

For FY 1996-97, the Commission on the Status of Women's budget includes an increase in revenues from marriage license fees of \$10,000. This increase is attributable to a more accurate estimate of the amount of revenue that should be credited to the Domestic Violence Program Fund from marriage license fees. The Domestic Violence Program Fund is credited with 50 percent of the \$69 fee for a marriage license, or \$34.50 per marriage license fee collected in San Francisco.

In FY 1995-96, the Mayor's Criminal Justice Council provided one-time only grant funds of \$195,110 to the Commission, which were expended by increasing grants from the Commission to battered women's shelters and other non-profit agencies. Because grant funds are not available for FY 1996-97 from the Mayor's Criminal Justice Council, the Mayor's proposed budget provides for an increase of this same amount, \$195,110, in the Commission's General Fund budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: WOM Commission on the Status of Women

Department Personnel

The Department's proposed budget for FY 1996-97 includes a new 1652 Senior Accountant, funded at .5 FTE, at a salary cost of \$20,000. The Commission has not previously had an accountant, and this position is proposed in order to provide the Commission with the capability to better manage the Commission's budget, the Commission's existing contracts with 11 non-profit service providers, and additional new contracts with non-profit service providers that the Commission will initiate in FY 1996-97 under a new program for adult victims of sexual assault. Including this new program for victims of sexual assault, the amount of contract funds for women's services being administered by the Commission on the Status of Women in FY 1996-97 will increase by approximately 47 percent, from \$995,327 to \$1,386,399. Due to the increase in the amount of contract funds being administered by the Commission, the Budget Analyst recommends approval of the new .5 FTE 1652 Accountant position. In addition, a new 2998 Representative is proposed at .5 FTE, at a salary cost of \$22,768, to be funded through a workorder from the Department of Public Health. This position will be assigned to the new program in services for adult victims of sexual assault.

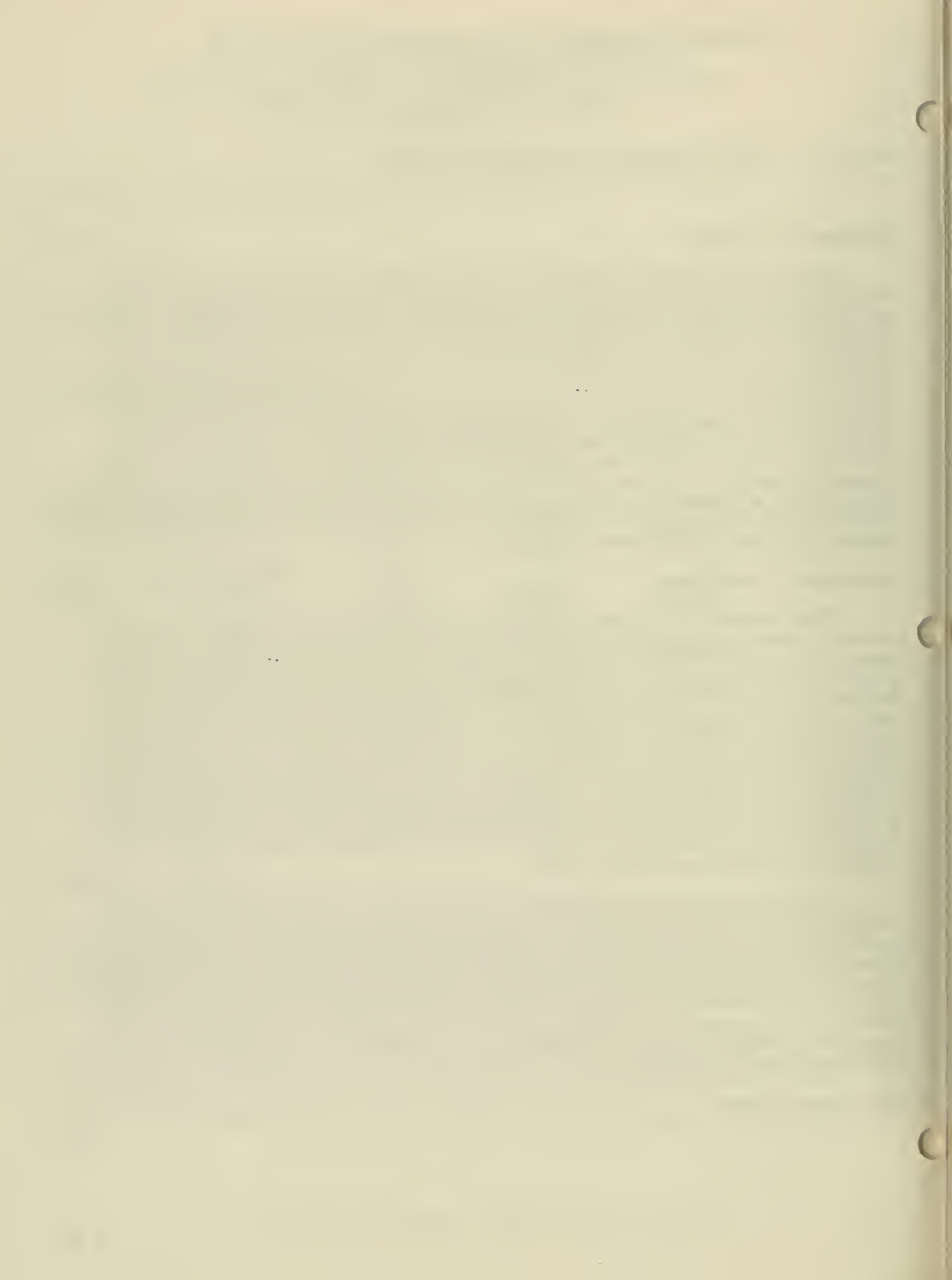
Department Expenditures:

The Commission's proposed General Fund budget increase of \$244,410 includes an increase in spending for domestic violence and other women's services of \$195,110. As noted above, in FY 1995-96, the Mayor's Criminal Justice Council provided one-time only grant funds of \$195,110 to the Commission, which were expended by expanding existing contracts and grants from the Commission to battered women's shelters and other non-profit agencies. Because grant funds are not available for FY 1996-97 from the Mayor's Criminal Justice Council, the Mayor's proposed budget provides for an increase of this same amount, \$195,110, in the Commission's General Fund budget. As in FY 1995-96, these funds are proposed to be entirely expended on domestic violence and other women's program services under ongoing contracts between the Commission and non-profit agencies, and would maintain the same level of grants to each agency as was provided in FY 1995-96. According to Ms. Sonia Melara, Director of the Commission on the Status of Women, these funds are needed in order to continue to provide critically needed shelter services and other services for women.

In addition to the General Fund increase described above, the Commission's proposed budget includes an increase in workorder funds in the amount of \$176,335. These funds are work-ordered from the Department of Public Health (DPH) to the Commission under a Memorandum of Understanding (MOU) between DPH and the Commission that was signed in October of 1995. Under the MOU, the Commission agreed to assume management of some of the City's services for adult victims of sexual assault which had formerly been provided by DPH. Funds are to be expended for counseling and other services provided through community-based non-profit organizations in the amount of \$146,762, and for the cost of one new proposed .5 FTE 2998 Representative as noted above.

Recommendations

None



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: DSS - Social Services

Budget Volume: III
Budget Page: 1825

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$90,477,339	\$95,440,043	\$4,962,704	5.5 %
Other Department Revenue	221,979,090	218,270,667	(3,708,423)	-1.7
Recoveries	104,765	154,765	50,000	47.7
Revenue Transfers	223,158,089	219,449,666	(3,708,423)	-1.7
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$535,719,283	\$533,315,141	(\$2,404,142)	-0.4 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$312,447,179	\$313,692,210	\$1,245,031	0.4 %
Fac. Maint. / Capital Imp.	9,250	18,500	9,250	100.0
Subtotal - Mayor's Budget	\$312,456,429	\$313,710,710	\$1,254,281	0.4 %
Transferred Expenses	\$223,158,089	\$219,449,666	(\$3,708,423)	-1.7 %
Recoveries	104,765	154,765	50,000	47.7
Supplemental Appropriations				-
Total Uses	\$535,719,283	\$533,315,141	(\$2,404,142)	-0.4 %
Mayor's Listed Positions:				
Permanent	1,390.00	1,377.50	(12.50)	-0.9 %
Temporary	2.00	2.00	0.00	0.0
Work Order		0.50	0.50	-
Salary Savings	(60.00)	(59.21)	0.79	-1.3
Project Positions				-
Subtotal, Mayor's Budget	1,332.00	1,320.79	(11.21)	-0.8 %
Adjustments (FTE):				
Overtime	1.78	1.86	0.08	4.5 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,333.78	1,322.65	(11.13)	-0.8 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

Financial Data:

The Department of Social Services' (DSS) proposed \$313,692,210 budget for 1996-97 is \$1,245,031 or 0.4 percent more than the original 1995-96 budget of \$312,447,179. The net increase from the revised 1995-96 budget to the 1996-97 budget is \$948,487 or 0.3 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1995-96		Fiscal Year
	Original	Revised	1996-97
<u>Administrative Division</u>			
AFDC	\$8,752,808	\$8,752,808	\$8,873,416
Food Stamps	8,852,617	8,852,617	8,415,747
General Assistance	8,373,547	8,373,547	8,989,192
Medi-Cal	8,997,952	8,997,952	9,620,318
Employment & Training Services	6,975,058	6,975,058	6,856,011
Family & Children Services	17,824,363	17,799,363	19,470,725
Adult Services	5,875,535	6,172,079	7,447,153
Homeless Services	9,368,487	9,368,487	8,946,536
Administrative Support	24,411,039	24,411,039	25,081,319
Program Support	5,214,635	5,214,635	5,686,134
Children's Baseline Services	<u>4,360,831</u>	<u>4,385,831</u>	<u>4,533,154</u>
Subtotal - Administrative Division	\$109,006,872	\$109,303,416	\$113,919,705
<u>Aid Payments</u>			
AFDC Aid Payments	\$84,314,605	\$84,314,605	\$77,785,834
General Assistance Payments	47,786,073	47,786,073	49,714,005
Foster Care Aid Payments	48,729,689	48,729,689	47,886,565
Adoption Aid	5,627,939	5,627,939	5,484,211
In-Home Support Services Payments	15,379,001	15,379,001	17,298,890
Other Aid Expenditures	<u>1,603,000</u>	<u>1,603,000</u>	<u>1,603,000</u>
Subtotal - Aid Payments	\$203,440,307	\$203,440,307	\$199,772,505
Total	<u>\$312,447,179</u>	<u>\$312,743,723</u>	<u>\$313,692,210</u>

Department Revenues:

The Department of Social Services' projected revenues (including realignment revenues) of \$219,449,666 for FY 1996-97 represent a net decrease of \$3,708,423 or 1.7 percent from the FY 1995-96 original budgeted revenues of \$223,158,089.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

Department Expenditures

1. The net increase of \$1,245,031 in the DSS proposed budget for 1996-97 represents (a) negotiated salary and fringe benefit increases and reduced salary savings, resulting in an increase of \$4,482,396; (b) a reduction of \$263,962 for new positions, position deletions and substitutions; (c) an increase of \$71,000 for computer training; (d) \$1,139,313 in reduced funding for existing AFDC, job training and homeless contracts; (e) \$336,829 in increased funding for family and children services contracts and assistance; (f) an increase of \$221,000 for Adult Services contracts, including In Home Support Services (IHSS); (g) an increase of \$364,332 for new homeless contracts; (h) increased professional services contracts in the amount of \$114,834 for Administrative Support; (i) increased rental expenses in the amount of \$351,818; (j) increased funding for the services of the Controller's ISD in the amount of \$261,516; (k) \$3,667,802 in reduced aid payments; and (l) \$112,383 in other increases. The above changes are described in further detail below.

2. The proposed budget includes salary savings for the department in the amount of \$2,693,410, or approximately 4.3 percent of total budgeted salaries of \$62,762,926. This represents a \$142,089 reduction in salary savings from the FY 1995-96 level of \$2,835,499, which was 4.7 percent of budgeted salaries of \$60,561,417.

3. Proposed Position Changes

For FY 1996-97, there would be a net reduction of 12 permanent positions from the original 1995-96 budget. This is the result of (a) an increase of 14 positions added through a supplemental appropriation ordinance in January, 1996; (b) the addition of 13 new positions for FY 1996-97 and (c) the deletion of 39 vacant positions. The net reduction of 12 permanent positions represents a 0.9 percent decrease in the number of positions, from 1,390 in 1995-96 to 1,378 in 1996-97. However, the total budgeted cost of permanent salaries, before salary savings, will increase by \$2,201,509 or 3.6 percent from \$60,561,417 in 1995-96 to \$62,762,926 in 1996-97 primarily due to negotiated salary increases. The budget, as recommended by the Mayor, reflects a reduction of 11.21 FTEs since the reduction in salary savings results in an increase of 0.79 FTE. Considering overtime, there is a net reduction of 11.13 FTEs. The departmental staffing changes within individual program areas are as follows:

Aid for Families with Dependent Children (AFDC)

Nine positions would be deleted as the result of a declining caseload, as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2905	Senior Eligibility Worker	(9)	\$45,832	(\$398,571)

Food Stamps

Seventeen new positions were added to the Food Stamps Program in the FY 1995-96 budget as a result of an anticipated increase in the Food Stamps caseload. However, DSS reports that this increase never materialized and that the caseload has actually decreased. As a result, DSS has eliminated the following 21 vacant positions in its FY 1996-97 budget:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2905	Senior Eligibility Worker	(19)	\$45,832	(\$626,875)
2907	Eligibility Worker Supervisor	(2)	51,287	(102,573)
	Total	(21)		(\$729,448)

Family and Children Services

DSS reports that the implementation of the Family Preservation Program during FY 1994-95 and FY 1995-96 has contributed to a reduction in Foster Care Aid payment expenditures by creating permanent placements for children and by preventing children from entering the child welfare system. In 1996-97, DSS's objectives for Family and Children Services are to continue to reduce the number of children in out-of-home placement and/or to reduce the length of time children are in out-of-home placement by developing and implementing a family-focused, multi-disciplinary approach to serving families and children. DSS is therefore requesting three new Child Welfare Worker positions to increase the number of reunifications, adoptions or guardianships for children currently in long-term placement. Additionally, DSS is requesting the addition of one new Child Welfare Supervisor to provide internal coordination and supervision of the Family Preservation Program. DSS reports that the cost of these four new positions would be offset by increased Federal revenue and reduced Foster Care payments for FY 1996-97.

In addition, DSS is requesting the addition of one new Social Services Section Manager position to work with the State in implementing the State-mandated Child Welfare Services/Case Management System (CWS/CMS). The CWS/CMS is currently being implemented by the State in all counties in order to automate child welfare case information on a Statewide basis. The system is expected to go on-line in the summer of 1996. The State is paying for 100 percent of the hardware and installation costs associated with this project. While the addition of this position is not mandated by the State, the State Department of Social Services has strongly urged all counties to hire an employee to handle CWS/CMS implementation, according to DSS. DSS reports that the State would pay 92.5 percent of the cost of this new position.

A summary of the positions being requested for Family and Children Services is as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2940	Child Welfare Worker	3	\$57,107	\$165,222
2944	Child Welfare Supervisor	1	64,180	62,678
2948	Social Services Section Manager	1	72,140	69,649
	Total	5		\$297,549

DSS reports that the salary and fringe benefit cost to the General Fund of adding these five new positions, net of Federal and State subventions, would be \$97,769.

In addition, a net of one position would be deleted through the substitution of one classification for two other classifications, as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
1675	Supervising Fiscal Officer	(1)	\$80,727	(\$80,727)
2912	Senior Social Worker	(1)	47,215	(45,006)
2969	Social Services Program Manager	<u>1</u>	76,160	<u>75,399</u>
	Total	(1)		(\$50,334)

DSS reports that the 2969 Social Services Program Manager shown above would be partially funded by an annual \$50,000 grant from the State for a period of five years.

Adult Services

In January of 1996, the Board of Supervisors approved a supplemental appropriation ordinance and an amendment to the 1995-96 Annual Salary Ordinance (ASO) in order to provide funding for the creation of two new positions and the deletion of nine positions at the Department of Public Health (DPH) and the creation of 14 new positions and the deletion of seven positions at DSS (Files 101-95-34 and 102-95-8). The purpose of this legislation was to restructure the Supplemental Security Income (SSI) One Stop Shop Program in order to maximize Federal and State revenues associated with project administration. The SSI One Stop Shop Program is a joint project of DPH and DSS which assists GA and medically indigent clients in applying for and receiving SSI, thereby shifting the costs of cash assistance (in the form of GA) and medical care from the County to SSI and Medi-Cal, which are fully funded by the State and Federal governments. The supplemental appropriation ordinance included \$126,904 in salaries and fringe benefits funding for the net addition of seven positions at DSS. The cost of funding these positions for one full year would be \$244,493 (including \$195,594 in salaries plus \$48,899 in fringe benefits), or an incremental cost of \$117,589. A summary of the positions added and deleted through this legislation and the annual salary cost for these positions is as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
1408	Principal Clerk	1	\$44,109	\$43,656
1424	Clerk Typist	3	33,382	82,223
1426	Senior Clerk Typist	1	36,566	36,338
2110	Medical Record Clerk	1	37,845	31,055
2587	Health Worker III	8	39,881	315,800
2912	Senior Social Worker	<u>(7)</u>	47,215	<u>(313,478)</u>
	Total	7		\$195,594

Additionally, DSS is projecting an increase in the number of contracted hours for the In-Home Supportive Services (IHSS) Program, an entitlement program which provides non-medical and personal care and other household help to low income seniors and disabled persons in their homes by visiting workers. As a result of this anticipated caseload increase, DSS has requested the addition of five new Senior Social Workers in its FY 1996-97 budget, as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2912	Senior Social Worker	5	\$47,215	\$225,028

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

DSS reports that the General Fund cost for the \$225,028 salaries and \$56,257 in fringe benefits, for a total of \$281,285 of the 12 positions shown above, net of Federal and State subventions, would be \$121,143.

Administrative Support

DSS is currently in the process of implementing the Statewide Automated Welfare System (SAWS), which will automate client information and eligibility criteria for income maintenance programs on a Statewide basis. DSS reports that this project is still in the planning stages and is not expected to be implemented for at least five years. DSS is requesting the addition of one new Program Support Analyst position to work with the State in implementing SAWS. While the addition of this position is not mandated by the State, the State Department of Social Services has strongly urged all counties to hire an employee to handle SAWS implementation, according to DSS. DSS reports that the State would pay 100 percent of the cost of this new position.

Additionally, DSS is requesting the addition of one new Program Support Analyst position to act as a Catastrophic Illness Coordinator. This position would be responsible for developing and implementing an integrated service delivery system for clients with catastrophic illnesses, such as HIV/AIDS. DSS's objective is to make the process of applying for all public assistance more accessible to very ill and fragile clients. DSS reports that the General Fund would pay for approximately 35 percent of the cost of this new position.

DSS is also requesting the addition of one new Deputy General Manager position to assist the General Manager in the overall management of the department.

A summary of the positions being requested for Administrative Support is as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2917	Program Support Analyst	2	\$64,180	\$126,960
2953	Deputy General Manager	1	112,517	112,517
	Total	3		\$239,477

DSS reports that the \$299,346 cost to the General Fund of these five new positions (including salaries of \$239,477 and fringe benefits of \$59,869) would be approximately \$98,959.

Program Support

Because of the previously mentioned reduction in the AFDC caseload, one position which performs AFDC-related functions in DSS's Quality Control Unit would be deleted, as follows:

<u>Class</u>	<u>Title</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
2913	Program Specialist	(1)	\$52,304	(\$51,357)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DSS - Department of Social Services

Summary of DSS Position Changes

<u>Description</u>	<u>Number of Positions</u>	<u>Maximum Annual Salary</u>	<u>Change in Budget</u>
Deleted Positions*	(38)	(\$1,768,667)	(\$1,492,854)
New Positions**	27	1,322,304	1,271,126
Substitutions***	(1)	45,848	10,931
Subtotal	(12)	(\$400,505)	(\$210,797)
Mandatory Fringe Benefits (25.2%)		(101,011)	(53,165)
Total		(\$501,516)	(\$263,962)

* Includes seven positions deleted through the previously-cited mid-year supplemental appropriation ordinance for Adult Services.

** Includes 14 positions added through the mid-year supplemental appropriation ordinance for Adult Services.

*** In addition to the previously noted substitution in Family and Children Services, DSS's proposed budget includes 16 other position substitutions.

DSS reports that the net effect of these position changes would be a General Fund cost of \$100,864 (General Fund costs would increase because the deletion of certain positions would reduce State and Federal revenues in excess of the budgeted salaries and fringe benefits for such positions).

4. AFDC

DSS reports that the State has discontinued funding for the Refugee International Institute, which provides refugee interpreter services. Additionally, the State has reduced its allocation from \$43,472 to \$42,272 for the Food Box, which provides emergency food to AFDC clients. The net effect of these changes is a reduction in AFDC non-profit contracts of \$46,500 (\$45,500 for the International Institute and \$1,000 for the Food Box).

5. Employment and Training Services (ETS)

DSS's proposed budget includes the following changes in contracts for the Greater Avenues to Independence (GAIN) program and the General Assistance Training and Employment Services (GATES) program, compared to the original 1995-96 budget. DSS reports that the contract amounts have been revised to reflect actual 1995-96 expenditures.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

<u>Contract</u>	<u>Original 1995-96</u>	<u>Proposed 1996-97</u>	<u>Increase (Decrease)</u>	<u>Purpose</u>
GAIN				
Children's Council	\$2,286,447	\$2,128,900	(\$157,547)	Child care
SFUSD	75,000	65,302	(9,698)	Educational planning
SF City College	160,000	17,000	(143,000)	Education classes
Success Center	50,000	57,000	7,000	Client self-sufficiency
Other contracts	86,250	86,250	0	Life skills/tutorial
Subtotal - GAIN	\$2,657,697	\$2,354,452	(\$303,245)	
GATES				
EDD	\$30,000	\$0	(\$30,000)	Job club/job search
Glide Foundation	80,000	96,000	16,000	Life skills
SF City College	30,000	49,000	19,000	Education classes
TAPP - Cal Learn	319,500	365,143	45,643	Teen Parent Program
Subtotal - GATES	\$459,500	\$510,143	\$50,643	
Total	<u>\$3,117,197</u>	<u>\$2,864,595</u>	<u>(\$252,602)</u>	

The FY 1996-97 budget also includes \$29,888 in increased rental expenses for the Success Center, a program implemented during 1995-96 which seeks to enhance self-sufficiency among GAIN clients by teaching them how to find jobs independently of DSS. This \$29,888 increase represents the annualized cost of rent for 30 Van Ness, the site of the Success Center. However, this \$29,888 increase is offset by a reduction of \$25,000 in the proposed budget, which represents one-time tenant improvement costs at 30 Van Ness during 1995-96.

6. Family & Children Services (FCS)

DSS advises that the State has required that all counties provide Microsoft Windows and Word training to all child welfare staff in preparation for the installation of the above-noted CWS/CMS application. As such, DSS has requested \$71,000 in additional funding in its FCS training budget for a contractor to provide such training. DSS reports that the training would be provided through a contract with the Department of Telecommunications & Information Services, the Community College or another appropriate provider. DSS advises that the State will pay 92.5 percent or \$65,675 of this cost, thereby resulting in a General Fund cost of \$5,325 (7.5 percent).

Additionally, as previously noted, DSS's objective for FCS during FY 1996-97 is to reduce the number of children and/or the length of time that children spend in out-of-home placement. DSS also hopes to improve services to adolescents in long-term placement and to provide additional funding for basic needs, such as linens, medical supplies, and other items necessary to maintain a minimally adequate home for a child. DSS is therefore requesting additional funding for FCS non-profit contracts and aid assistance. The table below shows the 1995-96 and proposed 1996-97 funding for each project or aid assistance budget and a description of each item.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **DSS - Department of Social Services**

<u>Project/Contractor</u>	<u>Original 1995-96</u>	<u>Proposed 1996-97</u>	<u>Increase (Decrease)</u>	<u>Description</u>
Independent Living Skills Program (ILSP)	\$345,144	\$350,769	\$5,625	Life skills training for foster care children; reflects actual spending
Recruitment Project	496,449	294,040	(202,409)	Recruitment and training of foster care parents; reflects reduced State allocation and increased Federal match
Parenting Education	125,000	131,000	6,000	Parenting classes for at-risk families; includes transfer of \$79,000 to vouchers
Family Preservation Grant	210,363	316,327	105,964	Support for at-risk families by non-profit contractors; reflects increased Federal allocation
Special Care Increment Assistance Program (SCIAP)	0	181,000	181,000	New State funding for special medical needs for foster care children; includes \$88,390 in vouchers
Family Service Agency	0	30,825	30,825	One-time State funding for Out-of-Home Respite
Family Support Services	0	30,824	30,824	One-time State funding for In-Home Respite
MultiDisciplinary Team	130,000	242,500	112,500	Annualized cost of new program; consists of paraprofessionals who assist in case plan preparation and service delivery
Ombudsman	60,000	76,786	16,786	Handles client grievances; reflects actual cost of contract
Special Needs Assistance	150,000	300,000	150,000	Increased funding for one-time special needs such as beds, linens or other items necessary for a minimally adequate home
Day Care Assistance	664,804	564,518	(100,286)	Reflects revised State allocation;
Other contracts/ assistance	<u>2,773,923</u>	<u>2,773,923</u>	<u>0</u>	No change for 1996-97
Total	<u>\$4,955,683</u>	<u>\$5,292,512</u>	<u>\$336,829</u>	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

7. Adult Services

The Board of Supervisors previously approved legislation which established the IHSS Public Authority to (a) serve as the "employer of record" for IHSS workers and (b) establish a Central Registry containing information on the IHSS program, IHSS workers and job availability. The FY 1995-96 budget included \$215,000 in General Fund monies to fund a portion of the estimated \$424,000 annual administrative costs of the IHSS Public Authority. The sources of funds for the remaining \$209,000 in costs were (a) \$56,360 in previously appropriated one-time State funding and (b) \$152,640 in Federal funding provided through a supplemental appropriation ordinance approved by the Board of Supervisors in August, 1995. The proposed FY 1996-97 budget includes \$424,000, or an increase of \$209,000 from the 1995-96 level, in order to reflect actual IHSS Public Authority costs. The General Fund contribution would increase by \$56,360, from \$215,000 to \$271,360, in order to offset the termination of State funding. Thus, the source of funding for the \$424,000 IHSS Public Authority contract would consist of \$152,640 in Federal funds and \$271,360 from the General Fund.

Additionally, the proposed budget includes an increase of \$12,000 for consulting services from the FY 1995-96 level. This represents continued funding of a portion of the previously noted supplemental appropriation ordinance for the SSI One Stop Shop Program, which included \$12,000 for a professional services contract with the Family Service Agency (FSA).

8. Homeless Services

The Mayor's proposed budget includes \$8,958,976 for homeless services contracts, including \$8,594,644 for existing homeless contracts plus \$364,332 for new contracts. This amount of \$8,958,976 represents a net reduction \$475,879 from the 1995-96 level of \$9,434,855 for homeless contracts.

The \$364,332 for two new contracts consists of (a) \$164,332 for the Family Shelter Plus Care program, which would provide support services to families in order to stabilize them in permanent housing, initiate additional family reunifications and allow clients to participate in other child care and training programs; and (b) \$200,000 for an Eviction Prevention Assistance program, which would provide emergency rental assistance to families in order to prevent eviction.

The table below shows the homeless contract amounts for 1996-97 compared to the original 1995-96 budget. DSS advises that any reductions in existing contracts reflect current year expenditures and would not result in a reduction in service for FY 1996-97.

<u>Project/Contractor</u>	<u>Original 1995-96</u>	<u>Proposed 1996-97</u>	<u>Increase (Decrease)</u>	<u>Reason for Change</u>
Family Programs				
Richmond Hills MSC	\$469,602	\$434,120	(\$35,482)	Reflects reduced costs
Hamilton Family Center	303,675	337,675	34,000	Addition of substance abuse counselor position
Traveler's Aid - Clara House	115,000	200,614	85,614	Reflects increase in local match for this Federal grant program

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: **DSS - Department of Social Services**

<u>Project/Contractor</u>	<u>Original 1995-96</u>	<u>Proposed 1996-97</u>	<u>Increase (Decrease)</u>	<u>Reason for Change</u>
Compass Family Support Center	\$75,000	\$87,000	\$12,000	Increase for purchase of computer equipment
Family Winter Shelter	0	50,000	50,000	Actual 1995-96 amount
Other contracts	<u>515,438</u>	<u>515,439</u>	<u>1</u>	
Subtotal	\$1,478,715	\$1,624,848	\$146,133	
Permanent Housing				
SSI Rep Payee - Conard	\$370,041	\$391,467	\$21,426	Decreased to Actual 1995-96 amount
Shelter Grievance Advocate	28,000	29,000	1,000	Actual 1995-96 amount
THC - Modified Payment	371,425	380,065	8,640	Reflects addition of security guards
Other contracts	<u>1,023,170</u>	<u>1,023,260</u>	<u>90</u>	
Subtotal	\$1,792,636	\$1,823,792	\$31,156	
Transitional Housing				
St. Paulus	\$300,000	0	(\$300,000)	Program not established
Other contracts	<u>149,476</u>	<u>149,476</u>	<u>0</u>	
Subtotal	\$449,476	\$149,476	(\$300,000)	
Miscellaneous				
Catholic Charities - Mandatory Rent Program	\$750,000	0	(\$750,000)	Program terminated
Westside Shelter Plus Care	0	\$7,500	7,500	Actual 1995-96 amount
Homeless Hotel Rooms	390,000	415,000	25,000	Reflects actual spending
Shelter programs	1,242,302	1,242,302	0	
Multiservice centers	<u>3,331,726</u>	<u>3,331,726</u>	<u>0</u>	
Subtotal	\$5,714,028	\$4,996,528	(\$717,500)	
Subtotal: Existing Contracts	\$9,434,855	\$8,594,644	(\$840,211)	
Proposed New Contracts				
Family Shelter + Care	0	\$164,332	\$164,332	
Eviction Program	<u>0</u>	<u>200,000</u>	<u>200,000</u>	
Subtotal	0	\$364,332	\$364,332	
TOTAL CONTRACTS	<u>\$9,434,855</u>	<u>\$8,958,976</u>	<u>(\$475,879)</u>	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DSS - Department of Social Services

9. Administrative Support

The proposed budget for Administrative Support reflects the following changes:

- an increase of \$48,924 in DSS's contract with McCoy Security in order to deploy one security guard to DSS's outstationed FCS unit on Third Street, where no security services are currently provided. According to DSS, because of the increasing number of confrontations against DSS employees at this location, the deployment of a security guard to this site is warranted.
- an increase of \$65,910 for Case Data System (CDS) dues to reflect the County's share of increased programming costs for CDS. CDS is an automated system shared by several counties which maintains client records and issues client benefits.
- increased rental expenses of \$321,930, which primarily represents (a) an increase of \$633,750 for the rent at DSS's new lease at 1650 Mission Street, which was approved by the Board of Supervisors in May, 1996 (File 64-96-3); (b) a net reduction of \$313,750 in one-time moving and relocation expenses incurred during FY 1995-96 for the reorganization and relocation of DSS programs and functions; and (c) \$1,930 in other increases.
- increased funding for services of other departments in the amount of \$311,695, which consists of (a) a reduction of \$74,248 for DPW janitorial services for 150 Otis Street, which will be vacated in the summer of 1996; (b) a reduction of \$47,262 for services of the District Attorney, which reflects the 1995-96 State-approved budget for welfare fraud investigation of \$1,612,558; (c) an increase of \$261,516 for the Department of Telecommunications & Information Services; (d) an increase of \$32,137 for workers compensation expenditures; (e) a \$152,907 increase for services of the City Attorney in order to reflect actual spending; and (f) \$13,355 in other reductions. The increased funding of \$261,516 for the Department of Telecommunications & Information Services includes \$73,350 to provide on-call support for the DSS's increasing number of personal computers and local area networks (LANs). The remaining \$188,166 of this \$261,516 increase would reflect actual 1995-96 spending for the Department of Telecommunications & Information Services. DSS reports that it is projecting a budgetary shortfall of approximately \$200,000 for the Department of Telecommunications & Information Services in 1995-96.

10. AFDC Aid Expenditures

DSS reports that there was a greater reduction in the AFDC caseload in 1995-96 than originally anticipated and that AFDC expenditures will be approximately \$5.5 million under budget. For FY 1996-97, DSS estimates that monthly AFDC caseloads will further decline by 159 cases, from 12,245 per month in 1995-96 to 12,086 per month in 1996-97. Funds for direct aid payments to AFDC recipients are therefore budgeted at \$77,785,834 for FY 1996-97, a decrease of \$6,528,771 or 7.7 percent from the FY 1995-96 budget of \$84,314,605. This corresponds to a General Fund savings of \$163,219 for FY 1996-97 (2.5 percent of \$6,528,771).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1996-97

Department: DSS - Department of Social Services

11. General Assistance Aid Expenditures

DSS projects a budgetary shortfall of \$1,072,974 in GA expenditures for FY 1995-96 because the GA caseload did not decline as much as originally anticipated. According to DSS, this occurred because the FY 1995-96 budgeted amount of \$47,786,073 for GA reflected an anticipated reduction in the monthly GA caseload of 758 cases, contingent upon the implementation of the GA Mandatory Rent Program and other factors. However, the GA Mandatory Rent Program was not fully implemented and has since been terminated. DSS reports that, due to Federal reimbursement for the SSI program and other factors, the monthly GA caseload actually decreased by approximately 500 cases, or 258 cases less than the anticipated reduction of 758 cases. DSS reports that the anticipated GA shortfall for 1995-96 of \$1,072,974 will be funded by savings elsewhere in the 1995-96 budget.

For FY 1996-97, DSS anticipates that the GA caseload will continue to decline throughout 1996-97 as a result of the improving economy. However, as of January, 1997, DSS expects the monthly caseload to increase by 918 cases. According to DSS, this is because, in accordance with Federal legislation approved in March, 1996, clients who receive Federal SSI due to substance abuse disabilities will no longer be eligible to receive SSI benefits as of January 1, 1997 and will revert to the GA caseload. DSS estimates that there are 918 SSI recipients with substance abuse disabilities who will revert to GA as of January 1, 1997. DSS therefore projects a net increase in the average monthly GA caseload of 172 cases (1.2 percent), from 14,027 in 1995-96 to 14,199 in 1996-97. The FY 1996-97 budget for GA is \$49,714,005, an increase of \$1,927,932 or 4.0 percent from the FY 1995-96 budgeted amount of \$47,786,073.

DSS further advises that there are an additional 2,141 SSI recipients who have substance abuse disabilities as well as other qualifying disabilities who may still be eligible to receive SSI if they reapply for SSI benefits before the Federal deadline of July 28, 1996. However, if any portion of these 2,141 clients miss the reapplication deadline, they would revert to GA, even though they may still be eligible to receive SSI. As such, it should be noted that, according to DSS, the budgeted amount of \$49,714,005 for FY 1996-97 may be underbudgeted by \$200,000 or more, assuming 100 of the 2,141 SSI clients who have other qualifying disabilities miss the reapplication deadline for SSI. Although DSS will be reimbursed eventually for any such clients who do eventually resume receiving SSI benefits, DSS reports that this would not occur during FY 1996-97.

12. Foster Care Expenditures

Through its efforts to reduce the number of children and the length of time children spend in foster care, DSS expects to realize savings in Foster Care payments for 1995-96 of \$1,083,333, with projected expenditures of \$47,646,356, or a 2.2 percent reduction from FY 1995-96 budgeted expenditures of \$48,729,689. For FY 1996-97, due to a slightly higher caseload, DSS projects Foster Care aid expenditures of \$47,886,565, a 0.5 percent increase over FY 1995-96 expenditures. However, the FY 1996-97 budgeted amount of \$47,886,565 represents a \$843,124 (1.8 percent) reduction from FY 1995-96 budgeted expenditures. This corresponds to a General Fund savings of \$345,681 for FY 1996-97 (41 percent of \$843,124).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DSS - Department of Social Services

13. In-Home Support Services (IHSS) Contracts

The FY 1995-96 budget for the IHSS program of \$15,379,001 included approximately \$1.3 million for a wage increase of 33 cents per hour to \$4.58 per hour for IHSS workers. However, because of a delay in implementing the wage increase until January, 1996, the DSS Commission and the IHSS Public Authority agreed to provide a wage increase of 65 cents per hour, for an hourly rate of \$4.90, for the second half of FY 1995-96, on the condition that this extra 32 cents per hour would be eliminated as of July 1, 1996. However, since that time, the Mayor and DSS have agreed to continue paying IHSS workers at the current rate of \$4.90 per hour, which includes the extra 32 cents per hour increase, for FY 1996-97. Thus, the Mayor's proposed budget includes an additional \$1,482,589 in order to continue paying IHSS workers at the current rate of \$4.90 per hour.

In addition, DSS is projecting a 3.2 percent increase in the number of IHSS contracted hours of service for FY 1996-97, from 6.2 million hours in 1995-96 to 6.4 million hours in 1996-97. For this reason, DSS's proposed FY 1996-97 for IHSS reflects an increase of \$437,300. Overall, the IHSS budget for FY 1996-97 is \$17,298,890, which represents an increase of \$1,919,889 (\$1,482,589 for the wage increase plus \$437,300 for the increased number of hours) or 12.5 percent over the FY 1995-96 level of \$15,379,001. The General Fund cost of this increase is \$441,574 (23 percent of \$1,919,889).

Comments

1. The Federal and State governments are currently considering numerous welfare reform proposals. Other than the previously noted adoption of legislation to discontinue SSI benefits to clients with substance abuse disabilities, which will result in an increase in the GA caseload, no legislation has yet been adopted regarding other welfare reform proposals. Because the effect on San Francisco of such proposals cannot be determined at this time, DSS's proposed FY 1996-97 budget does not take any of these welfare reform proposals into account.

However, it should be noted that the Federal government is currently considering an immigration reform bill that could impact DSS during FY 1996-97. According to DSS, in the worst case scenario, the GA caseload could increase by up to 4,500 cases if, as a result of the legislation currently under consideration, legal immigrants lose eligibility for a variety of other DSS programs. If such legislation became effective on January 1, 1997, the GA payment budget could increase by over \$9 million during FY 1996-97. However, according to DSS, it is unclear at this point if and when the proposed immigration bill will be adopted.

2. The Mayor's budget instructions require departments to include recurring grants in the budget. Accordingly, the department has included 0.5 grant-funded positions with annual salaries totaling \$37,699. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

3. The Mayor's budget provides for an increase of \$1,245,031. Our recommended reductions, which total \$307,289 would still allow an increase of \$937,742 or 0.3 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DSS - Department of Social Services

Page No.	Object	Account Title	Position/ Equipment			Number		Amount		Savings
			Number	From	To	From	To			
<u>Family and Children Services (CAL)</u>										
62	001	Permanent Salaries - Misc.						\$12,876,067	\$12,799,621	*
		* The recommendation for Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.								
83	001	Child Welfare Worker	2940N	3	3			165,222	151,454	\$13,768
		Reduce to reflect anticipated hiring date of August 1, 1996.								
133	001	Child Welfare Supervisor	2944N	1	0			62,678	0	62,678
		The Department has not provided adequate documentation showing that there are any new responsibilities in the Department that would justify the addition of one new supervisory position. DSS already has 22 Child Welfare Supervisors and this new position would have direct supervision over a staff of only 6 employees. Moreover, one new position was approved in FY 1995-96 for the Family & Children Services Program to perform similar functions. The Budget Analyst is recommending approval of 11 of 13 new positions requested by DSS, including three new Child Welfare Workers for the family preservation program.								
182	013	Mandatory Fringe Benefits						3,280,107	3,260,843	19,264
		Corresponds to reduction in salaries.								

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Adult Services (CAM)</u>								
1865	001	Permanent Salaries - Misc. * The recommendation for Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$4,873,644	\$4,854,892	*
1885	001	Senior Social Worker Reduce to reflect anticipated hiring date of August 1, 1996:..	2912N	5	5	225,028	206,276	\$18,752
1865	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,315,308	1,310,582	4,726
<u>Administrative Support (CAO)</u>								
1867	001	Permanent Salaries - Misc. * The recommendation for Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				6,360,132	6,239,033	*
1889	001	Principal Accountant Head Accountant The Department has not adequately justified the upward substitution of this position.	1654S 1656S	(1) 1	0 0	(55,202) 58,494	0 0	(55,202) 58,494

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: DSS - Department of Social Services

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
90	001	Program Support Analyst Reduce to reflect anticipated hiring date of August 1, 1996.	2917N	2	2	\$126,960	\$121,670	\$5,290
90	001	Deputy General Manager The Department has not provided adequate justification for this new high level management position, given that DSS already has three Assistant General Managers on staff. The Budget Analyst is recommending approval of 11 of 13 new positions requested by DSS.	2953N	1	0	112,517	0	112,517
157	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,679,894	1,649,377	30,517
157	035	Other Current Expenses Reduce DP/WP maintenance from \$165,302 to \$144,179, based on actual FY 1995-96 expenditures, adjusted for a cost of living factor for 1996-97.				6,517,943	6,496,820	21,123
148	060	Equipment Purchase * The recommendation for Equipment Purchase is the total of the following specific recommendations regarding equipment purchases.				116,235	104,235	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **DSS - Department of Social Services**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>		<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
1894	060	Personal Computers	SS006N	12	9	\$48,000	\$36,000	\$12,000
<p>The Department has not adequately justified the purchase of 2 PCs each for the General Manager's Office and Payroll/Personnel or the purchase of one PC for MIS. We recommend approval of nine new PCs.</p>								

Program Support (CAP)

1870	001	Permanent Salaries - Misc.				4,387,172	4,384,487	*
<p>* The recommendation for Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.</p>								
1892	001	Clerk Typist	1424S	(3)	(2)	(96,858)	(64,572)	(32,286)
		Senior Clerk Typist	1426S	3	2	104,913	69,942	34,971
<p>The Department has not provided adequate documenttion to justify the upward substitution of one of these three positions.</p>								
1870	013	Mandatory Fringe Benefits				1,144,106	1,143,429	677
<p>Corresponds to reduction in salaries.</p>								

Total Recommended
Reductions

\$307,289

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: Department of Public Health

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
Community Health Services	\$282,164,430	\$317,737,667	\$35,573,237	12.6 %
Laguna Honda Hospital	215,582,741	114,225,952	(101,356,789)	-47.0
San Francisco General Hospital	312,486,239	348,870,361	36,384,122	11.6
Comm. Mental Health Services	205,226,759	224,995,257	19,768,498	9.6
Total Sources	\$1,015,460,169	\$1,005,829,237	(\$9,630,932)	-0.9 %
Mayor's Expenditure Amounts:				
Community Health Services	\$193,979,074	\$221,771,491	\$27,792,417	14.3
Laguna Honda Hospital	109,541,636	110,425,952	884,316	0.8
San Francisco General Hospital	252,966,516	266,989,069	14,022,553	5.5
Comm. Mental Health Services	152,620,268	158,116,291	5,496,023	3.6
Subtotal Operating Budgets	709,107,494	757,302,803	48,195,309	6.8
Fac. Maint. / Capital Imp.	2,395,234	6,170,000	3,774,766	157.6
Subtotal - Mayor's Budget	\$711,502,728	\$763,472,803	\$51,970,075	7.3 %
Transferred Expenses and Recoveries	300,957,441	242,356,434	(\$58,601,007)	-19.5
Supplemental Appropriations	3,000,000		(3,000,000)	-100.0
Total Uses	\$1,015,460,169	\$1,005,829,237	(\$9,630,932)	-0.9 %
Mayor's Listed Positions:				
Permanent	6,019.10	6,214.25	195.15	3.2 %
Temporary	181.98	162.81	(19.17)	-10.5
Premium		(0.22)	(0.22)	-
Work Order	113.00	107.65	(5.35)	-4.7
Salary Savings	(507.10)	(509.77)	(2.67)	0.5
Project Positions		(13.00)	(13.00)	-
Subtotal, Mayor's Budget	5,806.98	5,961.72	154.74	2.7 %
Adjustments (FTE):				
Overtime	34.38	33.68	(0.70)	-2.0 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	5,841.36	5,995.40	154.04	2.6 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **Department of Public Health - Community Health Services, Laguna Honda Hospital, San Francisco General Hospital, Community Mental Health System**

Financial Data:

The Department of Public Health's proposed \$757,302,803 budget for 1996-97 is \$48,195,309 or 6.8 percent more than the original 1995-96 budget of \$709,107,494. The net increase from the revised 1995-96 budget to the proposed budget is \$41,637,355 or 5.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Community Health Services	\$ 193,979,074	\$ 194,429,074	\$ 221,771,491
Laguna Honda Hospital	109,541,636	112,534,386	110,425,952
San Francisco General Hospital	252,966,516	255,474,774	266,989,069
Community Mental Health Services	152,620,268	153,227,214	158,116,291
Subtotal Operating Budgets	\$ 709,107,494	\$ 715,665,448	\$ 757,302,803
Fac Maint/Cap Improvements	2,395,234	2,395,234	6,170,000
Transfers and Recoveries	300,957,441	308,357,441	242,356,434
Supplemental Appropriation	3,000,000	0	0
Total Department of Public Health	\$1,015,460,169	\$1,026,418,123	\$1,005,829,237

General Fund Allocation

The net General Fund allocations for the Department of Public Health (DPH) from the original FY 1995-96 budget to the proposed FY 1996-97 budget is summarized below:

Net General Fund Allocation

<u>Department</u>	<u>FY 1995-96</u>	<u>FY 1996-97</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Change</u>
Community Health Services	39,153,675	36,220,306	(2,933,369)	(7.5%)
Laguna Honda Hospital	0	9,192,902	9,192,902	--
San Francisco General Hospital	19,896,436	24,313,346	4,416,910	22.2%
Community Mental Health System	\$53,253,725	\$61,521,005	\$8,267,280	15.5%
TOTAL	\$112,303,836	\$131,247,559	\$18,943,723	16.9%

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: Department of Public Health - Community Health Services, Laguna Honda Hospital, San Francisco General Hospital, and Community Mental Health System

As shown in the Summary of Budgeted Activities, the DPH's total operating budget, from the original 1995-96 budget to the proposed FY 1995-96 budget, has increased by approximately \$48 million or 6.0 percent. The City's General Fund support for FY 1995-96 has also increased by \$18,943,723, or 16.9 percent, from \$112,303,836 in the original FY 1995-96 budget to \$131,247,559 in the proposed FY 1996-97 budget.

The net increase in the total FY 1996-97 recommended budget of approximately \$48 million from the original FY 1995-96 budget can be attributed primarily to (1) the continuation and annualization of supplemental budget requests received in FY 1995-96, (2) the implementation of new services and programs in Community Health Services and Community Mental Health System (3) the replacement of Ryan White Care grant funded positions in CHS with General Fund positions, (4) the continued implementation of a managed care system, and (5) the opening of the Skilled Nursing Mental Health Rehabilitation Facility (MHRF) at SFGH, which will become fully operational in FY 1996-97.

Attached are four reports describing expenditure, revenue, and personnel changes for the Department of Public Health's Community Health Services, Laguna Honda Hospital, San Francisco General Hospital, and the Community Mental Health System, including detailed descriptions of proposed new programs.

It should be noted that there is pending Federal legislation (SB269) that would severely limit documented and undocumented immigrants' eligibility for Medi-Cal benefits. If this legislation were enacted, and the City and County of San Francisco were to continue its policy to provide services to these individuals, this would result in some loss of Medi-Cal revenue with no associated decrease in costs. The Department is unable to provide an estimate of potential revenue impact at this time. It is the policy of the Department to provide services to individuals regardless of their immigration status, and therefore the Department does not track revenues on this basis. However, it is anticipated that the majority of the revenue losses that would result from the enactment of this legislation would be incurred at San Francisco General Hospital.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HCH Community Health Services

Budget Volume:
Budget Page:

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	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$39,153,675	\$36,220,306	(\$2,933,369)	-7.5 %
Other Department Revenue	134,684,409	101,106,689	(33,577,720)	-24.9
Recoveries	14,095,286	14,758,329	663,043	4.7
Revenue Transfers	74,037,770	147,084,335	73,046,565	98.7
Dept. General Fund Revenue	20,193,290	18,568,008	(1,625,282)	-8.0
Supplemental Appropriations				-
Total Sources	\$282,164,430	\$317,737,667	\$35,573,237	12.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$193,979,074	\$221,771,491	\$27,792,417	14.3 %
Fac. Maint. / Capital Imp.	52,300	120,000	67,700	129.4
Subtotal - Mayor's Budget	\$194,031,374	\$221,891,491	\$27,860,117	14.4 %
Transferred Expenses	\$74,037,770	\$81,087,847	\$7,050,077	9.5 %
Recoveries	14,095,286	14,758,329	663,043	4.7
Supplemental Appropriations				-
Total Uses	\$282,164,430	\$317,737,667	\$35,573,237	12.6 %
Mayor's Listed Positions:				
Permanent	1,099.10	1,147.92	48.82	4.4 %
Temporary	48.98	30.95	(18.03)	-36.8
Premium		(0.22)	(0.22)	-
Work Order	80.00	91.86	11.86	14.8
Salary Savings	(59.10)	(62.62)	(3.52)	6.0
Project Positions		(13.00)	(13.00)	-
Subtotal, Mayor's Budget	1,168.98	1,194.89	25.91	2.2 %
Adjustments (FTE):				
Overtime	2.17	1.90	(0.27)	-12.4 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,171.15	1,196.79	25.64	2.2 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HCH - Community Health Services**

Financial Data:

Community Health Services' proposed \$221,771,491 operating budget for FY 1996-97 is \$27,792,417 or 14.3 percent higher than the original FY 1995-96 operating budget of \$193,979,074. The net increase from the revised FY 1995-96 budget to the proposed 1996-97 budget is \$27,342,417 or 14.1 percent.

Summary of Budgeted Activities by Program

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
DBC Prevention	\$91,707,366	\$91,707,366	\$103,712,099
DBD Community Support Care	1,599,420	1,599,420	1,956,273
DBE Community Ambulatory Care	187,442,631	190,892,631	210,495,878
FAL Children's Baseline	<u>1,415,013</u>	<u>1,415,013</u>	<u>1,573,418</u>
Subtotal	\$282,164,430	\$285,614,430	\$317,737,668
Less: Transfers and Recoveries	<u>88,133,056</u>	<u>91,133,056</u>	<u>95,846,176</u>
Subtotal - Mayor's Budget	\$194,031,374	\$194,481,374	\$221,891,492
Less: Facilities Maint/Cap. Projects	<u>52,300</u>	<u>52,300</u>	<u>120,000</u>
Total, Operating Budget	<u>\$193,979,074</u>	<u>\$194,429,074</u>	<u>\$221,771,492</u>

The net General Fund contribution to Community Health Services has decreased from \$39,153,675 in FY 1995-96 to \$36,220,306 in FY 1996-97, a reduction of \$2,933,369 or 7.5 percent.

Department Revenues:

Community Health Services (CHS) is proposing revenue changes resulting in a net revenue decrease of approximately \$2.4 million. The primary revenue decreases include:

- Approximately \$1.8 million net decrease in Medi-Cal Federally Qualified Health Center (FQHC) revenue from FY 1996-95, based on State audit findings regarding disallowances made on claims in FY 1993-94. These disallowances were applied to budgeted revenue levels from FY 1995-96 to project more conservative revenue figures in FY 1996-97. Although the FQHC reimbursement rate increased from approximately \$166 to \$175, the Department reports that the number of qualified units of service and allowable costs will decrease in FY 1996-97.
- A \$1.3 million decrease in Medi-Cal Targeted Case Management / Medi-Cal Administrative Activities (TCM/MAA) revenues. The Federally mandated replacement of the Medi-Cal

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Administrative Claims (MAC) program with the Medi-Cal Administrative Activities and Targeted Case Management program results in lower revenues due to a more limited number of reimbursable activities allowed under TCM/MAA.

These decreases were offset in part by revenue increases in other areas, primarily the result of the following changes:

- Implementing and augmenting the Home Health Agency program, resulting in new Medicare revenues of approximately \$616,056, approximately \$524,756 of which are projected as a result of the new staff and service augmentation;
- New Medi-Cal FQHC revenue for dental services that were formerly reimbursed by Denti-Cal, resulting in a net revenue increase of \$190,000 (since the reimbursement rate through the FQHC program is higher than Denti-Cal), and an additional \$50,000 in revenues due to the institution of a copayment for dental services at health centers. The Department advises that this new copayment received the approval of the Health Commission as part of its sliding fee scale policy that was adopted in November, 1995.
- An increase in Restaurant Permit and other inspection and license fees, based on actual costs, is projected to result in approximately \$300,000 in increased revenues. The Department advises that the increase in such fees requires approval of the Board of Supervisors. As such, the Department reports that legislation will be forthcoming.

Additional revenue sources include an increase of \$6,950,000 in State Realignment funds, and an increase of approximately \$16.8 million in SB855 Disproportionate Share funds, and increased Federal grant revenue of approximately \$8,479,900. The Department advises that the additional \$16.8 million in SB855 Disproportionate Share revenue was a carryover from funds appropriated and reserved in FY 1994-95 (File 101-94-72), and this additional revenue of \$16.8 million is expended as a revenue transfer to San Francisco General Hospital in FY 1996-97, for no net increase in revenues to Community Health Services.

Department Expenditures Changes by Program:

The major departmental expenditure increases include four new mandated programs, and five new non-mandated programs that will increase service levels to residents. These new programs and other expenditure increases are discussed below.

Mandated Programs

- The Bureau of Environmental Health Management's (BEHM) Risk Management and Prevention Program (RMPP) will initiate a service contract in the amount of \$35,000 with an outside vendor to review Risk Management Prevention Programs prepared by all San Francisco businesses that store acutely hazardous materials, as required by California Health and Safety Code, Chapter 6.95, Article II.

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- San Francisco Health Code Section 1625 mandates the Department to identify hazardous non-housing sites located within San Francisco. BEHM's Childhood Lead Prevention Program will initiate a service contract with the San Francisco League of Urban Gardeners (SLUG), a non-profit organization that has previously performed work under contract for Community Health Services, in the amount of \$200,000 to assess 77 such identified sites in the Bayview-Hunters Point area and other properties in San Francisco.
- The Maternal and Child Health program is responding to a State mandate to conduct hospital utilization reviews as part of the California Children's Services (CCS) Program. The addition of 0.5 FTE 1823 Senior Administrative Analyst, one 1426 Senior Clerk Typist, and 3.5 FTE 2830 Supervising Public Health Nurse positions, for a total cost of \$373,867, is proposed in order to implement this new function. These costs are offset by increased Medi-Cal revenues of approximately \$336,334 since these positions are reimbursed 90 percent through the Medi-Cal CCS Administration revenues.
- The Department is initiating a Senior Disaster Registry program, which would identify and notify seniors in case of a disaster. This includes the addition of one 1720 Data Entry Operator and one 2822 Health Educator, at a total cost of approximately \$77,266 plus fringe benefits. The total program cost included in the FY 1996-97 budget is approximately \$130,454, which includes fringe benefits, materials and supplies, and other services. This program was mandated by the Board of Supervisors in 1990 (Ordinance 259-90), but CHS did not receive any funding to support this program in prior fiscal year budgets.

Non-Mandated Programs

- The addition of one 2533 EMSA Specialist position and one 1811 MIS Specialist I position, for a total cost of \$116,523 plus fringe benefits, will augment the planning, implementation and evaluation functions of the Emergency Medical Services Agency. The MIS Specialist position would augment the EMS system database project.
- The EMSA has developed an Epidemiology and Health Education Program that would perform outcomes research and conduct community education programs. Implementing this program includes the addition of one 2591 Health Program Coordinator position, one 2803 Epidemiologist I position, and other expenses, for a total cost of approximately \$196,051.
- The creation of a Homeless Integrated Services Team, including the addition of 0.1 FTE 2230 Physician Specialist, 1.5 FTE 2587 Health Outreach Workers, one 2920 Medical Social Worker, and 0.5 2328 Nurse Practitioner positions, would provide case coordination to assist homeless individuals in accessing available services, and provide program linkages to monitor discharges of homeless individuals from County jails and medical services and coordinate placement of such individuals into housing or other programs. The Department reports that the creation of such multidisciplinary teams is consistent with the recommendations contained in the City's Continuum of Care Five Year Strategic Homeless Plan. The approximate cost of this program is \$200,000.

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- The Home Health Agency Augmentation program is an expansion of a pilot program implemented in FY 1995-96 that provides health care and related social services to eligible clients in their homes. The total cost of this program of approximately \$586,604 is offset by an increase in Medicare revenues of approximately \$524,756, for a net General Fund cost of \$61,848. The implementation of this program expansion includes the addition of approximately 10.3 FTE new positions.
- The Breast Cancer Initiative program will increase outreach, education, screening and research for breast cancer in San Francisco. This new program will significantly augment CHS' current breast cancer prevention efforts, with the addition of one 2232 Senior Physician Specialist, three 9924 Public Service Aides, one 2320 Registered Nurse, and three 2328 Nurse Practitioners. The cost of this program is approximately \$590,000, including staff costs and fringe benefits, new computer equipment, and educational materials.

Other Expenditure Changes

- The Department is proposing the restoration of 64 2830 Public Health Nurse positions and the deletion of 64 2320 Registered Nurse positions, 57 of which are General Fund positions while the remaining seven are grant-funded positions. The 2830 Public Health Nurse position has a maximum annual salary of \$73,289, or \$12,815 more than the 2320 Registered Nurse position, which has a maximum annual salary of \$60,474. In the FY 1995-96 budget, 68.3 2830 Public Health Nurse positions were deleted and a corresponding 68.3 2320 Registered Nurse positions were created, for a gross cost savings of approximately \$960,000 in salary and fringe benefits, in order to safeguard the Public Health Nurses against layoffs. This cost savings was offset by various revenue reductions (claims for Registered Nurses are lower), resulting in a net savings of approximately \$463,474 annually. The approximate cost of restoring these 57 General Fund Public Health Nursing positions is \$827,298 plus an incremental increase in fringe benefits of approximately \$53,195, for a total cost increase of \$880,493. The Department advises that the Public Health Nurse positions were changed to Registered Nurse positions in the FY 1995-96 budget but that the positions were not actually reclassified with Civil Service, and that the employees continued to work and collect salaries as 2830 Public Health Nurses during FY 1995-96. Mr. John Madden of the Controller's Office confirms that these individuals were paid as 2830 Public Health Nurses during FY 1995-96.
- The Department reports that the Federal Ryan White Care grant revenues are reduced by approximately \$6.2 million in FY 1996-97 due to changes in the grant allocation formula and annualization of the prior year award. In FY 1995-96, approximately \$4.5 million in Ryan White Care grant funds were budgeted for a total of 109 FTE positions. The FY 1996-97 budget includes Ryan White Care grant fund expenditures of approximately \$3.9 million for 80 positions, or a net reduction of approximately 29 FTEs and \$608,074. The Department reports that, in order to maintain current level of AIDS services, it has created approximately 32 new General Fund positions to replace the grant-funded positions, including 19 positions for AIDS services in the Health Centers, at a cost of \$899,328, and 13 FTE positions in the AIDS Systemwide Development program (an administrative program that plans and

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coordinates the County's AIDS services), at a cost of \$676,290, for a total General Fund cost increase of \$1,576,618. 29 of the 32 grant funded positions to be eliminated in FY 1996-97 and replaced with General Fund positions are filled, and two are vacant. Ms. Zmuda reports that the reduction in grant funded expenditures of \$608,074 from FY 1995-96 to FY 1996-97 is significantly understated due to the fact that grant salaries were not fully funded in the FY 1995-96 budget. However, Ms. Zmuda reports that actual Ryan White Care funds awarded exceeded the budgeted amount by approximately \$1.9 million, and these funds were used to fully fund the grant positions. Ms. Zmuda advises that the 32 new General Fund positions, at a cost of approximately \$1.6 million, represents a maintenance of the current level of service.

Department Personnel Changes:

The FY 1996-97 CHS budget includes a net increase of approximately 78 General Fund positions at a total increased cost of approximately \$4.4 million. These personnel changes include:

- 79 new positions, at a cost of \$3,957,539 plus fringe benefits. Of these new positions, approximately 47 are for the new programs described above, and 32 are for the replacement of the grant-funded AIDS services and prevention program positions noted previously.
- Of the new positions, approximately 4.9 FTE positions were created in AIDS Prevention to replace positions that are no longer reimbursable under a State block grant, at a cost of \$257,540 plus fringe benefits.
- The elimination of one filled 2110 Dentist position would result in savings of \$90,306 plus \$19,667 in fringe benefits, for a total of \$109,973 in cost savings. Elimination of this position is part of a Department plan to consolidate dental services at two Health Center sites, and would result in a layoff.
- The Department is proposing a wide range of substitutions in General Fund positions, resulting in a net increase of one FTE and a net cost increase of approximately \$808,894. As previously noted, the substitution of 57 Registered Nurses for 57 Public Health Nurses has a net cost increase of \$827,298 (see Comment #1). Therefore, the remaining substitutions result in an overall cost savings of approximately \$18,400.
- The Department has also initiated staffing changes within programs, including the replacement of temporary staff with permanent staff and other programmatic adjustments, resulting in a net decrease of one position and an approximate cost savings of \$322,828.

Comments:

1. As previously noted, the restoration of 64 2830 Public Health Nurse positions and the deletion of 64 2320 Registered Nurse positions, 57 of which are General Fund positions while the remaining seven are grant-funded positions, will result in a net General Fund cost increase of \$827,298 in permanent salaries, plus an incremental increase in fringe benefits of approximately

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\$53,195, for a total General Fund cost increase of \$880,493. The Department advises the Public Health Nurse positions were changed to Registered Nurse positions in the FY 1995-96 budget but that the positions were not actually reclassified with Civil Service, and that the employees continued to work and collect salaries as 2830 Public Health Nurses during FY 1995-96. Mr. John Madden of the Controller's Office confirms that these individuals were paid as 2830 Public Health Nurses during FY 1995-96. Restoration of the 2830 Public Health Nurse positions in the FY 1996-97 budget is a policy matter for the Board of Supervisors.

2. The FY 1996-97 budget contains ten new programs that will provide new or additional services to San Francisco residents and clients of the Community Public Health system. These programs represent new expenditures of approximately \$2.46 million, which are offset by new revenues from these programs of approximately \$860,000, for a net cost increase of approximately \$1.6 million. The programs and costs are summarized below:

	<u>Cost</u>	<u>Revenue Offset</u>	<u>Net Cost</u>
<u>Mandated New Programs</u>			
BEHM Risk Management & Prevention Program	\$35,000	\$0	\$35,000
BEHM Childhood Lead Prevention	200,000	0	200,000
CCS Hospital Utilization Review	373,867	336,334	37,533
Senior Disaster Registry	<u>130,454</u>	<u>0</u>	<u>130,454</u>
Total Mandated New Programs	\$739,321	\$336,334	\$402,987
<u>Non-mandated New Programs</u>			
EMSA Response	\$148,350	\$0	\$148,350
EMSA Epidemiology & Health Education	196,051	0	196,051
Homeless Integrated Services Team	200,000	0	200,000
Home Health Agency Augmentation	586,604	524,756	61,848
Breast Cancer Initiative	<u>590,457</u>	<u>0</u>	<u>590,457</u>
Total Non-Mandated New Programs	\$1,721,462	\$524,756	\$1,196,706
Total, Mandated & Non-mandated New Programs	<u>\$2,460,783</u>	<u>\$861,090</u>	<u>\$1,599,693</u>

Since these programs represent new services or augmentations to existing service levels, approval of each program is a policy matter for the Board of Supervisors. As such, our review of these programs is limited to verifying the appropriateness of the costs included in the FY 1996-97 budget for these programs. Our specific line-item recommendations following this section show several recommended cost reductions related to the funding of new positions for these programs, that will not be filled as quickly as originally anticipated by the Department. Our recommended cost savings associated with these programs will not result in any delay in program implementation or reduction to the proposed level of service.

3. As noted above, approximately 5 new General Fund positions in AIDS prevention have been added to the FY 1996-97 budget to replace positions previously funded by a State Block Grant. The Department reports that these State funds can only be applied to the direct performance of AIDS surveillance activities and seroprevalence studies, and can no longer be used for

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administrative functions related to AIDS surveillance and seroprevalence studies. Therefore, five filled positions in the AIDS prevention program, including four administrative positions and one Epidemiologist that only performs work for the Care Council were eliminated from the State grant funded positions, and five new General Fund positions were created to replace them, at a total General Fund cost of \$257,540 plus fringe benefits. The Department reports that the total amount of the State Block Grant was not reduced, and that the cost savings related to the five eliminated positions will be used to fund additional positions for conducting AIDS seroprevalence studies and surveillance. Ms. Monique Zmuda of the DPH reports that the Department reviewed all General Fund positions but could not identify any appropriate Epidemiology positions that could be shifted to the State grant fund due to the restrictive nature of the State funding requirements. The Department reports that these five new General Fund positions are required to maintain current efforts in AIDS prevention. The addition of these five positions is a policy matter for the Board of Supervisors.

4. As noted above, approximately 13 new General Fund positions were added to the FY 1996-97 budget to replace 13 Ryan White Care grant funded positions that were eliminated in the AIDS Systemwide Development program. The Department reports that these new General Fund positions are necessary to maintain the current level of AIDS planning and program development efforts. However, it should be noted that of these 13 positions, one 0.5 FTE 2803 Epidemiologist II position and one 1818 Management Information Systems (MIS) Specialist II position are currently vacant. Dr. Mitch Katz, Director of the Department's Epidemiology, Disease Control and AIDS division, reports that the Epidemiologist II position was filled until Spring, 1996, and therefore the work performed by this position is required to maintain current level of service. In addition, Dr. Katz reports that there are three new initiatives, prioritized by the Mayor's HIV Planning Council, that require extensive information systems work and therefore the proposed new General Fund MIS Specialist II position is vital to the implementation of these initiatives. Dr. Katz also advises that the overall expenditures for the AIDS Systemwide Development program will remain constant, as the Department is reducing its contract computer programming expenditures from \$360,000 to \$300,000 to offset the addition of the MIS Specialist II position. However, it should be noted that \$69,316 of this contract expense is a new General Fund expenditure, due to the reduction in the level of Ryan White Care grant funds. Since the proposed new 1818 MIS Specialist II position represents an augmentation to current level of services, approval of this position is a policy matter for the Board of Supervisors.

5. None of the budget reductions or revenue increases included in the FY 1996-97 Community Health Services budget were recommended by the Deloitte and Touche Consulting Group under its contract with the Department of Public Health. Under its contract with the Deloitte & Touche Consulting Group, the Department of Public Health pays a percentage of actual increased revenues or cost savings realized as a direct result of recommendations provided by the Deloitte & Touche Consulting Group. Therefore, the Department of Public Health will not pay any fees to Deloitte and Touche Consulting Group related to any of the proposed expenditure reductions or revenue increases contained in the FY 1996-97 budget for Community Health Services.

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6. According to Ms. Monique Zmuda, Chief Financial Officer of the Department of Public Health, the Deloitte and Touche Consulting Group (D&T) is still working with Community Health Services and with the Community Mental Health System on computerized matching of eligibility files in order to capture retroactive Medi-Cal and Medicare revenues for FY 1996-97 and subsequent fiscal years. Ms. Zmuda reports that the department has not included increased revenues attributable to this project in the FY 1996-97 budget. However, Ms. Zmuda acknowledges that, if the Department realizes any additional revenues as a direct result of D & T's efforts on this project during FY 1996-97, the Department would be required to pay Deloitte and Touche approximately 22.5 percent of these additional revenues during FY 1996-97, according to the terms of the Department's contract with Deloitte and Touche Consulting Group.
7. The Mayor's budget instructions require departments to include recurring grants in the budget. Accordingly, the Department has included 382 grant funded positions with annual salaries totaling approximately \$17.1 million. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.
8. The Mayor's budget provides for an increase of \$27,792,417 over FY 1995-96 original budget. Our recommended reductions, which total \$101,807, will still allow an increase of \$27,690,610, or 14.3 percent, in the Department's budget.

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Department: **HCH - Community Health Services**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From</u>	<u>To</u>	<u>Amount From</u>	<u>To</u>	<u>Savings</u>
<u>Prevention (DBC)</u>								
1996	001	Permanent Salaries - Misc. *The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				11,597,026	11,580,311	*
2112	001	Epidemiologist II Reduction of one month salary for one new position in the Emergency Medical Services Epidemiology program for delay in hiring for this position.	2803N	2.5	2.5	144,985	139,885	5,100
2113	001	Public Service Aide Reduction of two months salary reflecting delay in hiring for Breast Cancer Initiative Program.	9924N	3.0	3.0	69,687	58,072	11,615
1996	004	Permanent Salaries - Nursing *The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,407,386	1,366,087	*
2114	004	Registered Nurse Reduction of two months salary reflecting hiring for Breast Cancer Initiative Program as of 9/1/96. Position is funded in the Laguna Honda Hospital budget through 8/31/96.	2320N	1.0	1.0	55,254	46,045	9,209

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Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
14	004	Nurse Practitioner Reduction of two months salary reflecting hiring for Breast Cancer Initiative Program as of 9/1/96. Position is funded in the Laguna Honda Hospital budget through 8/31/96.	2328N	3.0	3.0	192,540	160,450	32,090
96	013	Mandatory Fringe Benefits Corresponds to a decrease in salaries.				2,981,127	2,967,828	13,299
<u>Community Ambulatory Care (DBE)</u>								
282	001	Permanent Salaries - Misc. *The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				15,623,455	15,604,173	*
231	001	Health Worker III Reduction of two months salary for 1.5 FTE positions in Homeless Integrated Services program, reflecting a delay in hiring for this new program.	2587N	3.5	3.5	136,530	126,665	9,865
232	001	Medical Social Worker Reduction of two months salary for one position in Homeless Integrated Services program, reflecting a delay in hiring for this new program.	2920N	2.8	2.8	148,219	138,802	9,417

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Department: **HCH - Community Health Services**

Page	No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
2082	004	Permanent Salaries - Nurses				7,600,380 7,594,727	*
		*The recommended reduction in Permanent Salaries - Nurses is the total of the following specific recommendations regarding individual classifications.					
2183	004	Nurse Practitioner	2328N	2.5	2.5	165,800 160,147	5,653
		Reduction of two months salary for 0.5 FTE position in Homeless Integrated Services program, reflecting a delay in hiring for this new program.					
2082	013	Mandatory Fringe Benefits				5,177,533 5,171,974	5,559
		Corresponds to a decrease in salaries.					
Total Recommended Reductions, Community Health Services							<hr/> \$101,807

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HLH Laguna Honda Hospital

Budget Volume: III
Budget Page: 2323

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$0	\$9,192,902	\$9,192,902	- %
Other Department Revenue	109,629,036	103,133,050	(6,495,986)	-5.9
Revenue Transfers	102,953,705	1,900,000	(101,053,705)	-98.2
Dept. General Fund Revenue				-
Supplemental Appropriations	3,000,000	0	(3,000,000)	-100.0
Total Sources	\$215,582,741	\$114,225,952	(\$101,356,789)	-47.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$109,541,636	\$110,425,952	\$884,316	0.8 %
Fac. Maint. / Capital Imp.	87,400	1,900,000	1,812,600	2073.9
Subtotal - Mayor's Budget	\$109,629,036	\$112,325,952	\$2,696,916	2.5 %
Transferred Expenses	\$102,953,705	\$1,900,000	(\$101,053,705)	-98.2 %
Recoveries				-
Supplemental Appropriations	3,000,000	0	(3,000,000)	-100.0
Total Uses	\$215,582,741	\$114,225,952	(\$101,356,789)	-47.0 %
Mayor's Listed Positions:				
Permanent	1,674.00	1,604.64	(69.36)	-4.1 %
Temporary	4.00	3.99	(0.01)	-0.2
Work Order				-
Salary Savings	(156.00)	(85.78)	70.22	-45.0
Project Positions				-
Subtotal, Mayor's Budget	1,522.00	1,522.85	0.85	0.1 %
Adjustments (FTE):				
Overtime	4.61	4.48	(0.13)	-2.8 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	1,526.61	1,527.33	0.72	0.0 %

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Department: **HLH - Laguna Honda Hospital**

Financial Data:

Laguna Honda Hospital's (LHH) proposed \$110,425,952 operating budget for FY 1996-97 is \$884,316 or 0.8 percent more than the original operating FY 1995-96 budget of \$109,541,636. The net decrease from the revised FY 1995-96 operating budget to the proposed budget is \$2,108,434, or 1.9 percent.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
DA5 Long Term Care	\$206,752,727	\$209,745,477	\$111,864,155
DBD Community Support Care	945,038	945,038	844,090
DBG Acute Care	<u>4,884,976</u>	<u>4,884,976</u>	<u>1,517,707</u>
Subtotal- Mayor's Budget	\$212,582,741	\$215,575,491	\$114,225,952
Less: Transfers and Recoveries	<u>(102,953,705)</u>	<u>(102,953,705)</u>	<u>(1,900,000)</u>
Subtotal	\$109,629,036	\$112,621,786	\$112,325,952
Less: Facilities Maint./Cap. Proj.	<u>(87,400)</u>	<u>(87,400)</u>	<u>(1,900,000)</u>
Total Operating Budget	<u>\$109,541,636</u>	<u>\$112,534,386</u>	<u>\$110,425,952</u>

In FY 1995-96, the Board of Supervisors approved a supplemental appropriation of \$8,878,370 for LHH (File 101-95-75), which included an amount of (1) \$5,878,370 from a reallocation of the DPH's unexpended General Fund monies to offset a projected deficit attributable to a revenue deficit (due to the Department overstating its occupancy rates and mix of MediCal/private-payor patients), and (b) \$3,000,000 in State Realignment funds to offset overspending in personnel due to the Department's inability to meet its salary savings of approximately 10 percent. The \$3,000,000 in State Realignment funds represented a one-time-only allocation of surplus State Realignment funds. Therefore, in order to offset the Department's estimated MediCal/Medicare, insurance and patient revenue decreases, and to maintain Laguna Honda Hospital's proposed staffing level, the proposed FY 1996-97 budget includes an increase of approximately \$9.2 million in General Fund monies over the amount needed for FY 1995-96.

Department Revenue Changes:

Laguna Honda Hospital is proposing \$6,495,986 in revenue decreases from the original FY 1995-96 budget to the proposed FY 1996-97 budget in order to more accurately reflect LHH's revenue generating capability. In FY 1995-96, Laguna Honda Hospital overestimated

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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1996-97

Department: LHH - Laguna Honda Hospital

revenues due to an assumption that the number of private-payor clients would increase, LHH's occupancy levels would increase, and that a 15 bed sub-acute unit proposed for start-up in FY 1995-96 would generate approximately \$876,000 in patient revenues. The payor mix and occupancy rates at LHH did not increase sufficiently to meet the Department's revenue projections, and the 15 bed sub-acute unit never opened. The Department subsequently requested a supplemental appropriation in order to offset its revenue shortfalls, as noted above. The Department advises that it has no plans to begin operating the 15 bed sub-acute unit, and the reduction of \$6.5 million in revenues in FY 1996-97 reflects this change and other adjustments.

Department Expenditure Changes:

As noted above, Laguna Honda Hospital's proposed \$110,425,952 budget for FY 1996-97 is \$884,316, or 0.8 percent more than the original 1995-96 budget of \$109,541,636, and \$2,108,434 lower than the revised FY 1995-96 budget of \$112,534,386. The proposed FY 1996-97 budget includes a net General Fund contribution increase of \$9,192,902 over the original FY 1995-96 budget. The major expenditure changes can be attributed to the following:

- A net increase in permanent salary expenditures of approximately \$2 million, from \$68,061,730 in FY 1995-96 to \$70,071,414 is included in the FY 1996-97 budget. This expenditure increase is net of a reduction in 69.36 permanent positions, and is primarily due to salary increases negotiated through a Memorandum of Understanding (MOU), Cost of Living Allowance (COLA) increases, and a reduction in salary savings. Laguna Honda Hospital has proposed decreasing personnel from 1,674 permanent positions in FY 1995-96 to 1,604.64 permanent positions in FY 1996-97, resulting in a reduction of 69.36 positions, representing a reduction of approximately \$3.3 million in permanent salary expenditures. However, these savings are offset by a reduction of approximately \$3.1 in salary savings from 156 FTE to 85.78 FTE, or 70.22 FTE. Including all adjustments, the Department's FTEs will increase by .72 from 1526.61 in FY 1995-96 to 1527.33 in FY 1996-97. As noted above, the Department overexpended its personnel budget in FY 1995-96 and was unable to meet its salary savings requirement of approximately ten percent, and required a supplemental appropriation of nearly \$8.9 million to meet its payroll requirements and offset its revenue shortfall.
- Laguna Honda Hospital has included expenditures in the amount of \$1,900,000 for capital projects and facilities maintenance, including (1) \$1,330,000 to replace the roof at Clarendon Hall, one of the two buildings that comprise Laguna Honda Hospital, (2) \$370,000 to replace the Hospital's hot water system to prevent extreme water temperature fluctuations that have resulted in the scalding of a patient, and (3) \$200,000 for deferred maintenance projects.

Department Personnel Changes:

As noted above, the Department has proposed eliminating 70 positions, (69.36 positions adjusted for rounding errors) throughout the Department, for an expenditure reduction of approximately \$3.3 million, including the elimination of 30 filled positions in order to increase

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HLH - Laguna Honda Hospital

operational efficiencies, and the elimination of 40 vacant positions primarily associated with the sub-acute ward at LHH that did not open. In addition, LHH has proposed reclassifying five positions, for an expenditure increase of \$7,906. These proposed personnel changes are described below:

- Of the 30 filled positions proposed to be eliminated in order to increase operational efficiency, 25 were recommended by the Deloitte and Touche Consulting Group for elimination as part of a study of operational efficiency at LHH. These positions include 20 2322 Head Nurse positions, four 2324 Nursing Supervisor positions, and one 2366 Assistant Director of Nursing. In addition, two additional 2324 Nursing Supervisor positions have been identified by Deloitte and Touche for elimination, but the Department has selected to keep these two positions vacant to be used for salary savings. All 27 of the nursing staff are scheduled to be laid off as of 9/1/96. The Department reports that these individuals may be relocated to Community Health Services or Community Mental Health Services to staff new programs planned for FY 1996-97, but this is not yet certain. The cost savings of \$1,841,800 in salaries, plus approximately \$460,450 in Fringe Benefits (or \$2,302,250) associated with the elimination of these 27 positions is subject to a one-time contingency fee of 22.5 percent, payable to Deloitte & Touche by the Department (see Comment #1).
- The remaining five of the 30 filled positions proposed to be eliminated are five 2390 Central Supply Processor positions that will no longer be needed due to the implementation of the Prime Vendor Plan. The purpose of the Prime Vendor Plan is to consolidate the Department's various pharmaceutical and medical supplies vendors to one single prime vendor. These five positions are scheduled to be laid off pending the phased implementation of the Prime Vendor Plan. However, the Department anticipates utilizing an SEIU retraining grant to retrain and place these individuals in other positions within the County.
- The Department has proposed the elimination of 40 vacant positions as of July 1, 1996, including 26 positions that would have been filled to staff the 15 bed sub-acute ward at LHH, which never opened, three 2587 Health Worker III positions, one 2588 Health Worker IV position, one 9155 Claims Investigator position, seven 2302 Nursing Assistant positions, one 2320 Registered Nurse position, and one 2556 Senior Physical Therapist position. The Department has proposed the elimination of the 2556 Physical Therapist position to correct a clerical error in the FY 1995-96 budget. The Department advises that it has no plans to open the 15 bed sub-acute ward.
- Of the 40 vacant positions proposed to be eliminated, the elimination of the seven 2302 Nursing Assistant positions and one 2320 Registered Nurse position were recommended by the Deloitte and Touche Consulting Group as part of its contract with the Department of Public Health to increase operational efficiencies. The cost savings associated with these 8 eliminations is \$431,753 in salaries plus Fringe Benefits. Therefore, a total of 33 positions eliminated in this proposed FY 1996-97 budget (including 25 filled positions noted above, and these eight vacant positions), as well as two additional positions which will remain vacant to be used for salary savings, or a total of 35 positions, are directly attributable to recommendations made by the Deloitte and Touche Consulting Group. The total expenditure reduction of \$2,734,003 for the 35 positions is subject to Deloitte and Touche's contingency

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fee under the terms of the Department's contract, according to Ms. Monique Zmuda, Chief Financial Officer of the DPH. Ms. Zmuda reports that Deloitte and Touche is to be paid a one-time contingency fee of 22.5 percent, or \$615,151 by the Department of Public Health for the identified cost savings of \$2,734,003 that is proposed for the elimination of these 33 positions and the vacancy of an additional two positions. Approval of the proposed FY 1996-97 budget, including the proposed elimination of these 35 positions as recommended by Deloitte & Touche, would authorize the Department to provide Deloitte & Touche with the one-time contingency fee payment of \$615,151 (see Comment #1). Therefore, the net savings associated with these proposed eliminations is \$2,118,852.

- The five positions proposed for reclassification would result in a net expenditure increase to the Department of \$7,906. The Department advises that the reclassification of each of these five positions has received approval from the Department of Human Resources and the Department of Public Health's Decentralized Classification Unit. Each of the five positions is further described below:
 - One 1246 Principal Personnel Analyst position would be substituted for one 2210 Dentist position for a net savings of \$4,594. The Department advises that the funds for the 2210 Dentist position have been diverted to pay the salary of the 1246 Principal Personnel Analyst position since 1988. The proposed substitution would amend the budget document to accurately reflect the Department's current staffing patterns.
 - One 2112 Medical Records Technician position would be substituted for one 2204 Dental Hygienist position for a net savings of \$4,148. The Department advises that the funds for the 2204 Dental Hygienist position have been diverted to pay the salary of the 2112 Medical Records Technician position since 1988. The proposed substitution would amend the budget document to accurately reflect the Department's current staffing patterns.
 - One 1942 Assistant Materials Coordinator position would be substituted for one 1844 Senior Management Assistant position for a net increase of \$6,036. The Department advises that in FY 1994-95, LHH reorganized its Materials Management division. The Department advises that based on the reassignment of job duties and functions, the proposed substitution reflects the actual duties and responsibilities of the employee.
 - One 1426 Senior Clerk Typist position would be substituted for one 1424 Clerk Typist position for a net increase of \$4,132. The Department advises that in FY 1995-96 LHH reorganized its Human Resources Department. The Department advises that based on the reassignment of job duties and functions, the proposed substitution reflects the actual duties and responsibilities of the employee.
 - One 1635 Health Care Clerk I position would be substituted for one 2110 Medical Records Clerk position for a net increase of \$6,453. The Department advises that in FY 1995-96, the Health Information Services and Billing division was reorganized. The Department advises that based on the reassignment of job duties and functions, the proposed substitution reflects the actual duties and responsibilities of the employee.

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Department: HLH - Laguna Honda Hospital

Comments

1. As noted above, 35 of the positions that the Department has proposed to eliminate (or reduce due to salary savings) were selected based on the recommendations of the Deloitte & Touche Consulting Group, which conducted a study of potential operational improvements at LHH as part of its contract with the DPH. The total savings as a result of the elimination of these 35 positions is \$2,734,003. According to Ms. Zmuda, the contract with D&T entitles D&T to receive a one-time contingency fee of 22.5 percent of the estimated savings of \$2,734,003, or \$615,151. Therefore, the net savings associated with these proposed eliminations is \$2,118,852. Approval of the proposed FY 1996-97 budget, including the proposed elimination of 35 positions as recommended by Deloitte & Touche, would authorize the Department to provide Deloitte & Touche with the one-time contingency fee payment of \$615,151. As noted above, the Department reports that the 27 personnel to be laid off may be relocated to Community Health Services or Community Mental Health Services to staff new programs planned for FY 1996-97, but this is not yet certain.

2. With regard to the proposed elimination of the 27 filled nursing manager positions, the Teamsters Union Local 856 has urged the Department to reconsider these proposed layoffs, and suggested instead the elimination of ten positions, including one Assistant Director of Nursing, four Nursing Supervisor, and five Head Nurse positions. The Department advises that it will not request a change in the proposed staffing plan for FY 1996-97 at this time.

3. The Mayor's budget provides for an increase in operating expenditures of \$884,316 over FY 1995-96 operating expenditures. Our recommended reductions, totaling \$68,532, will still allow an increase of \$815,784 or 0.7 percent from FY 1995-96.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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Department: HL/H - Laguna Honda Hospital

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
<u>Long Term Care (DAS)</u>								
54	060	Equipment Purchase				\$288,058	\$219,526	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
264		Van	HL001N	1	0	49,500	0	\$49,500
		The Department has not adequately justified the need for this equipment.						
254		Wheelchair Reclining	HL002R	8	6	14,128	10,596	3,532
		Reduce to reflect replacement equipment needed based upon current usage.						
254		Slicer	HL018R	3	2	10,500	7,000	3,500
		Reduce to reflect replacement equipment needed based upon current usage.						
255		Trail Bike	HL027N	2	0	7,000	0	7,000
		The Department has not adequately justified the need for this equipment.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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Department: HLH - Laguna Honda Hospital

Page No.	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
2365	Two-Way Portable Radio The Department has not adequately justified the need for 2 of the requested 5 radios. We recommend approval of 3 of the 5 radios.		HL028N	5	3	\$12,500	\$7,500	\$5,000

Total Recommended Reductions, HLH Laguna Honda Hospital

\$68,532

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: HGH San Francisco General Hospital

Budget Volume: III
Budget Page: 2205

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$19,896,436	\$24,313,346	\$4,416,910	22.2 %
Other Department Revenue	235,208,414	246,775,723	11,567,309	4.9
Recoveries	5,585,791	7,259,168	1,673,377	30.0
Revenue Transfers	51,795,598	70,522,124	18,726,526	36.2
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$312,486,239	\$348,870,361	\$36,384,122	11.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$252,966,516	\$266,989,069	\$14,022,553	5.5 %
Fac. Maint. / Capital Imp.	2,138,334	4,100,000	1,961,666	91.7
Subtotal - Mayor's Budget	\$255,104,850	\$271,089,069	\$15,984,219	6.3 %
Transferred Expenses	\$51,795,598	\$70,522,124	\$18,726,526	36.2 %
Recoveries	5,585,791	7,259,168	1,673,377	30.0
Supplemental Appropriations				-
Total Uses	\$312,486,239	\$348,870,361	\$36,384,122	11.6 %
Mayor's Listed Positions:				
Permanent	2,635.50	2,851.32	215.82	8.2 %
Temporary	87.00	87.00	0.00	0.0
Work Order				-
Salary Savings	(227.00)	(295.55)	(68.55)	30.2
Project Positions				-
Subtotal, Mayor's Budget	2,495.50	2,642.77	147.27	5.9 %
Adjustments (FTE):				
Overtime	25.29	25.16	(0.13)	-0.5 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	2,520.79	2,667.93	147.14	5.8 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HGH - San Francisco General Hospital**

Financial Data:

San Francisco General's proposed \$266,989,069 budget for FY 1996-97 is \$14,022,553 or percent 5.5 percent more than the original FY 1995-96 budget of \$252,966,516. The net increase from the revised FY 1995-96 budget to the Proposed Budget is \$11,514,295 or 4.5 percent.

Summary of Budgeted Activities:

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year</u>
	<u>Original</u>	<u>Revised</u>	<u>1996-97</u>
Acute Services-Forensics	\$ 2,005,625	\$ 2,005,625	\$ 1,838,615
Acute Hospital	247,476,031	249,749,136	270,352,399
Acute Service-Psychiatry	19,428,236	19,428,236	19,034,215
Community Care-Adult Medical	1,472,688	1,472,688	1,585,975
Community Care-Family Health	3,046,068	3,046,068	3,040,667
Community Care-Occupational	1,134,947	1,134,947	1,162,221
Community Care-Women's	1,683,376	1,683,376	1,624,059
Early Inter-Poison Control	645,654	645,654	676,134
Emergency Services-Emergency	9,412,073	9,412,073	9,425,134
Emergency Services-Paramedics	13,383,394	13,383,394	14,264,893
Emergency Services-Psychiatric	3,703,256	3,938,409	3,794,129
Mental Health Rehabilitation	-	-	11,387,542
DBG Acute Care	2,138,334	2,138,334	4,100,000
Children's Service-Health	6,956,557	6,956,557	6,584,378
Total Budgeted Expenditures	\$312,486,239	\$314,994,497	\$348,870,361
Less Recoveries	(5,585,791)	(5,585,791)	(7,259,168)
Less Transfers	(51,795,598)	(51,795,598)	(70,522,124)
Less Capital/Facilities	(2,138,334)	(2,138,334)	(4,100,000)
Net Operating Expenditures	\$252,966,516	\$255,474,774	\$266,989,069

Department Revenues:

San Francisco General Hospital's revenues are projected to increase by a net amount of approximately \$13.2 million over the original FY 1995-96 budget, and \$8.2 million over the revised FY 1995-96 budget, through a combination of adjustments (excluding interfund transfers, discussed below). Increases to the original FY 1995-96 revenue budget occurred largely from the receipt of additional Medi-Cal payments from the State, and other new patient revenues that were approved by the Board of Supervisors in May 1996.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1996-97

Department: HGH - San Francisco General Hospital

Most significant of the FY 1996-97 adjustments is \$8.1 million that will be transferred from the Community Mental Health System for SFGH to operate the Mental Health Rehabilitation Facility, which is planned for opening in July. Other significant revenue adjustments include:

- A \$2.3 million reduction in one-time revenue which had been budgeted in FY 1995-96. This revenue was to be received from a "Prime Vendor" contractor who would purchase the Department of Public Health's inventory of materials and supplies as part of an overall contract to provide materials management services to the Department.¹ The implementation of this contract was delayed until this fiscal year. It is now scheduled to come before the Government Efficiency/Labor Committee for Proposition J certification on June 25 (File 25-96-11). Any revenues received from the sale of Department inventory (through this contract) will be accrued to FY 1995-96. Therefore, no revenues have been budgeted from this source for FY 1996-97.
- A \$1.0 million increase in reimbursements for Medi-Cal administrative costs.
- A \$2.2 million increase in Medi-Cal patient revenues from services to be provided to patients who will be placed in the Mental Health Rehabilitation Facility. All other major federal and State revenues are projected to remain fairly consistent with FY 1995-96 budgeted levels.

Major interfund transfer adjustments have been made to the SFGH budget for FY 1996-97, amounting to approximately \$18.7 million. The most significant of these adjustments is a \$16.8 million increase in SB 855 revenue to recognize accounting changes required to receive reimbursement of the City's contribution to the State (which is required to receive incremental SB 855 funds in FY 1996-97). This adjustment is wholly offset by expenditures, so there is no resulting increase in net revenue from this change. An additional \$2.0 million increase represents an intrafund transfer from the SFGH capital projects fund for facilities maintenance and capital improvements for this year.

The General Fund subsidy is budgeted to increase by \$4.4 million, from \$19.9 million to \$24.3 million, or 22.2 percent. Approximately 29.7 percent of this increase, or \$1,312,468, can be entirely attributed to the opening of the Mental Health Rehabilitation Facility. The remaining \$3.1 million is largely due to increased costs associated with employee salary increases, and other costs discussed below.

¹ The Department of Public Health is proposing that a contract be established with a private vendor to provide materials and supplies, and materials management services to SFGH, Laguna Honda Hospital, and other programs. The "Prime Vendor" who would be selected for this contract would provide materials and supplies to the Department of Public Health at discounted rates, and remove the need for certain materials management personnel currently employed by the Department. Additionally, the Prime Vendor will purchase the Department's current inventory of goods, for a one time revenue to the City of approximately \$1.3 million. This is \$1.0 million less than had been originally budgeted from this source in FY 1995-96. However, this revenue shortfall will have no impact on the FY 1996-97 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HGH - San Francisco General Hospital**

Department Expenditures:

The Mayor has proposed that the SFGH net operating budget increase by approximately \$14.0 million over the FY 1995-96 original budget, and \$11,514,295 over the FY 1995-96 revised budget. Included in this amount is approximately \$11.3 million for the new Mental Health Rehabilitation Facility being opened by SFGH in FY 1996-97 (excludes program and administrative personnel costs to be incurred by the Community Mental Health System). Accordingly, the SFGH expenditure budget is increasing by only \$126,753 over the revised FY 1995-96 expenditure budget after deducting the costs associated with the operations of the new Mental Health Rehabilitation Facility.

Included in the base expenditure budget are estimated costs associated with negotiated salary and benefit increases for employees, inflationary increases for purchased services and supplies, and modest adjustments in medical staff costs and inter-departmental charges for services (i.e., Workers Compensation, Department of Electricity and Telephone Service, etc.). Three significant new costs which have been incorporated into the base budget include:

- (1) Approximately \$463,000 has been budgeted for new AIDS drugs, which have not yet been added to the Medi-Cal formulary of drugs for which health care providers will be reimbursed by the federal and State governments. The Department advised us during budget interviews that annual costs for these drugs could grow to as much as \$8.0 million per year, of which only \$5.8 million would be reimbursed by the federal and State governments if added to the Medi-Cal formulary. Therefore, the City and County's net future cost for these drugs could be as high as \$2.2 million per year.
- (2) Approximately \$520,000 has been added for marketing and advertising costs associated with planned implementation of the Hospital's Managed Care Plan. SFGH staff believe this expenditure appropriation is necessary this year in order to posture the Hospital for the competitive environment which will be created by the State plan and local initiative.
- (3) Approximately \$480,000 for five new FTEs required to credential SFGH physicians. This program is required to correct deficiencies found by the Joint Commission on the Accreditation of Hospitals (JCAH).

We agree with the Mayor's recommendation to include these program enhancements in the SFGH recommended budget.

Department Personnel:

As shown in the Revenue/Expenditure Summary prepared for this report, San Francisco General Hospital has received a budgeted increase of 147.14 FTEs for FY 1996-97. Included in the total of 2,667.93 FTEs, are 212.34 FTEs which have been budgeted for the Mental Health Rehabilitation Facility. Accordingly, the SFGH base budget includes a net reduction of 65.20 FTEs, after deducting positions associated with the operations of the new Mental Health Rehabilitation Facility

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: HGH - San Francisco General Hospital

Comments:

1. In FY 1996-97, the Managed Care Mainstream Plan and Local Initiative will be implemented. There are significant uncertainties regarding the role of SFGH as a health care provider to the Medi-Cal population, due to the competitive environment which will be created after Managed Care is implemented. Accordingly, the Department and the Controller have appropriately made a conservative estimate of federal and State revenues for FY 1996-97.

2. A comparison of current year expenditure rates applied against the Mayor's proposed FY 1996-97 budget indicates that further reductions in salary accounts are not warranted at this time.

3. None of the budget reductions or revenue increases included in the FY 1996-97 San Francisco General Hospital budget were recommended by the Deloitte & Touche Consulting Group under its contract with the Department of Public Health. Under its contract with the Deloitte & Touche Consulting Group, the Department of Public Health pays a percentage of actual increased revenues or cost savings realized as a direct result of recommendations provided by the Deloitte & Touche Consulting Group. Therefore, the Department of Public Health will not pay fees to Deloitte & Touche Consulting Group which are related to any of the proposed expenditure reductions or revenue increases contained in the FY 1996-97 budget for San Francisco General Hospital.

4. It should be noted that there is pending Federal legislation (SB269) that would severely limit documented and undocumented immigrants' eligibility for Medi-Cal benefits. If this legislation were enacted, and the City and County of San Francisco were to continue its policy to provide services to these individuals, this would result in some loss of Medi-Cal revenue with no associated decrease in costs. The Department is unable to provide an estimate of potential revenue impact at this time. It is the policy of the Department to provide services to individuals regardless of their immigration status, and therefore the Department does not track revenues on this basis. However, it is anticipated that the majority of the revenue losses that would result from the enactment of this legislation would be incurred at San Francisco General Hospital.

Recommendations:

Based on our analysis of SFGH expenditures and net positions, after deducting additions from the Mental Health Rehabilitation Facility, and the uncertainties surrounding Managed Care implementation, we believe the SFGH budget should not be reduced at this time.

We therefore make no recommendations to reduce the SFGH budget.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: **HMH Community Mental Health Serv.**

Budget Volume: **III**
Budget Page: **2367**

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$53,253,725	\$61,521,005	\$8,267,280	15.5 %
Other Department Revenue	44,885,569	51,977,241	7,091,672	15.8
Recoveries	2,265,841	1,347,540	(918,301)	-40.5
Revenue Transfers	42,900,000	50,100,000	7,200,000	16.8
Dept. General Fund Revenue	61,921,624	60,049,471	(1,872,153)	-3.0
Supplemental Appropriations				-
Total Sources	\$205,226,759	\$224,995,257	\$19,768,498	9.6 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$152,620,268	\$158,116,291	\$5,496,023	3.6 %
Fac. Maint. / Capital Imp.	117,200	50,000	(67,200)	-57.3
Subtotal - Mayor's Budget	\$152,737,468	\$158,166,291	\$5,428,823	3.6 %
Transferred Expenses	\$50,223,450	\$65,481,426	\$15,257,976	30.4 %
Recoveries	2,265,841	1,347,540	(918,301)	-40.5
Supplemental Appropriations				-
Total Uses	\$205,226,759	\$224,995,257	\$19,768,498	9.6 %
Mayor's Listed Positions:				
Permanent	643.50	626.16	(17.34)	-2.7 %
Temporary	42.00	40.87	(1.13)	-2.7
Work Order				-
Salary Savings	(65.00)	(65.82)	(0.82)	1.3
Project Positions				-
Subtotal, Mayor's Budget	620.50	601.21	(19.29)	-3.1 %
Adjustments (FTE):				
Overtime	2.31	2.14	(0.17)	-7.4 %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	622.81	603.35	(19.46)	-3.1 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HMH - Community Mental Health System** (Department of Mental Health, Substance Abuse and Forensics)

Financial Data:

The proposed \$158,116,291 operating budget for FY 1996-97 is \$5,496,023 or 3.6 percent higher than the original FY 1995-96 budget of \$152,620,268. The net increase from the revised FY 1995-96 operating budget to the FY 1996-97 operating budget is \$4,889,077 or 3.2 percent.

Summary of Budgeted Activities by Program:

<u>Program</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
DA5 Long Term Care	\$26,772,031	\$26,772,031	\$22,671,251
DBB Early Intervention	1,041,971	1,441,971	1,806,972
DBC Prevention	1,124,227	1,124,227	1,124,227
DBD Community Support Care	5,265,770	5,265,770	5,124,132
DBE Community Ambulatory Care	146,264,569	150,871,515	169,522,393
DBF Emergency Care	469,000	469,000	849,000
DBG Acute Care	6,320,353	6,320,353	4,536,795
FAL Children's Baseline	14,381,838	14,381,838	14,443,487
FAM Children's Program	<u>3,587,000</u>	<u>3,587,000</u>	<u>4,917,000</u>
Subtotal - Mayor's Budget	\$205,226,759	\$210,233,705	\$224,995,257
Less: Transfers and Recoveries	<u>(52,489,291)</u>	<u>(56,889,291)</u>	<u>(66,828,966)</u>
Subtotal	\$152,737,468	\$153,344,414	\$158,166,291
Less: Facilities Maint/Cap. Projects	<u>(117,200)</u>	<u>(117,200)</u>	<u>(50,000)</u>
Total, Operating Budget	<u>\$152,620,268</u>	<u>\$153,227,214</u>	<u>\$158,116,291</u>

Department Revenues:

The Community Mental Health System (CMHS, also called the Department of Mental Health, Substance Abuse and Forensics) proposed several revenue changes in FY 1996-97 including a net decrease in Medi-Cal revenues and a decrease in State and Federal grant funding. The primary revenue changes are described as follows:

- The Federally mandated replacement of the Medi-Cal Administrative Claims (MAC) program with the Medi-Cal Administrative Activities program (MAA) is estimated to result in a net decrease of \$3,000,000 in Medi-Cal revenue, due to the lower number of Medi-Cal reimbursable services in the MAA program.
- The FY 1996-97 includes an expansion of the Department's Medi-Cal managed care program for mental health services in FY 1996-97 to include outpatient mental health services. In FY

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **HMH Community Mental Health System** (Department of Mental Health, Substance Abuse and Forensics)

1995-96, the Department implemented the inpatient component of the managed care program. The FY 1996-97 budget contains an increase of \$2,250,000 in Medi-Cal revenues for outpatient services and a decrease of \$1,293,400 in Medi-Cal revenues for inpatient services, for a net revenue increase of \$956,600. The Department anticipates that inpatient revenues and expenditures will decrease as more patients are seen on an outpatient basis. However, the Department now reports that the State has announced a delay in the implementation of the managed care outpatient component, and therefore Medi-Cal revenues and expenditures for this program should be adjusted accordingly (see Comment #1).

- State Short-Doyle/Medi-Cal revenues are expected to increase by \$1,200,000 in FY 1996-97 because the State will provide matching funds to the City for expenditure increases attributable to the Federally mandated Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. The Federal EPSDT program requires the provision of medically necessary screening, vision, hearing and dental services to full scope Medi-Cal eligible beneficiaries under 21 years of age.
- In FY 1995-96 State Drug Medi-Cal reimbursements for the City's provision of substance abuse treatment services were reduced by \$1,118,743, and Federal grant funds provided to the City for substance abuse treatment services were reduced by approximately \$600,000. The Division of Community Substance Abuse Services received a supplemental General Fund appropriation of \$1,725,689 to offset these reductions in FY 1995-96 in order to maintain the current level of services. These General Fund monies were subsequently reimbursed from State Mental Health Realignment funds.

Department Expenditures:

Total Departmental operating expenditures have increased by \$5,496,023 or 3.6 percent from the original FY 1995-96 operating budget of \$152,620,268 to \$158,116,291. This budget increase is derived from three major areas: the continuation and annualization of FY 1995-96 supplemental budget requests, General Fund contributions for new programs, and General Fund contributions for program enhancements. These expenditure changes are summarized below:

Annualization of Programs Implemented in Mid-95-96

Several new programs and contracts were initiated during Fiscal Year 1995-96, and as a result, full-year expenditure amounts did not appear in the FY 1995-96 original or revised budgets. Expenditure increases are included in FY 1996-97 due to the annualization of partial year costs from FY 1995-96, including:

- The opening of the Skilled Nursing Mental Health Rehabilitation Facility (MHRF) is estimated to result in Departmental expenditures increases of \$2,383,960. The MHRF is a locked mental health facility that will be partially funded and staffed by CHMS, but will be operated by San Francisco General Hospital. Of the total expenditure increase of \$2,383,960, approximately \$1,037,182 will be used for 18 new positions (\$843,756 in permanent salaries plus \$193,426 in mandatory fringe benefits), \$1,176,000 will be provided by CHMS to SFGH for operating costs associated with the MHRF, and \$170,778 will be used for an

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ongoing contract with Systems Support Technologies, a private company that is developing the management information system for the MHRF. Systems Support Technologies is a subcontractor of Shared Medical Systems, and is an MBE firm. The Department advises that the source of funding for the proposed expenditure increases would be a reallocation of existing funds, which will come from a reduction of institutional beds at other locked facilities that will no longer be required. In FY 1995-96, the Board of Supervisors approved a supplemental appropriation for the start-up of the MHRF (File 101-95-78), and an accompanying ordinance amending the Annual Salary Ordinance to reflect the creation of 222 new positions, including 18 new positions at CMHS (File 102-95-19).

- In December of 1995, the Department initiated a contract with Westside Community Mental Health Center to implement the new Mobile Crisis Treatment program. The Mobile Crisis Treatment program is an outreach program that locates individuals within the community who are unwilling or unable to seek mental health treatment services, provides immediate and urgent psychiatric care, and links such individuals to ongoing treatment resources. Annualization of this contract represents a General Fund expenditure increase of \$380,000 from the partial year contract cost of \$404,850 for services from December of 1995 through the end of FY 1995-96, resulting in an annualized cost of \$784,850 for FY 1996-97.
- Annualization of contracts initiated in November of 1995 for the provision of perinatal substance abuse treatment services, represents a General Fund expenditure increase of \$136,878. In FY 1995-96, the Federal grant funds which had been used to fund these services ceased to exist. Therefore, the Board of Supervisors approved a supplemental General Fund appropriation in FY 1995-96 to continue to fund these services at their current level (File 101-95-27).

Mandated Programs

- The State has mandated that Counties collect outcome data to determine the effectiveness of their mental health programs. In order to meet the State's requirements, the Department has proposed an Outcomes Project, and has selected the firm of Response Technology to develop and install an automated system that will enable the City to collect the required data. The Department advises that Response Technology was selected on a sole-source basis, for an amount of \$150,000, because of their expertise in automated systems for the collection of mental health outcome data. The Department reports that Response Technology is not an MBE/WBE firm. The Department advises that the proposed equipment has received approval from the Electronic Information Processing Steering Committee (EIPSC).
- As part of the Managed Care mental health program, CMHS has implemented a Managed Care Claims Consolidation program to accommodate the addition of outpatient mental health managed care responsibilities. The Department has included increased expenditures in the amount of \$2,250,000 in FY 1996-97 for the implementation of the Managed Care Claims consolidation program, for professional services of contractors for the provision of outpatient treatment services. These expenditures are offset in the FY 1996-97 budget by revenues of the same amount. However, the Department advises that the State has recently delayed implementation of this aspect of the program until July 1997, and therefore revenues and

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expenditures for this program should be reduced by \$1,350,000 in FY 1996-97. (See Comment #1 and the following line item recommendations for amendment of budget items).

- The FY 1996-97 budget includes an additional \$1.2 million in Professional Services contracts related to the implementation of the Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT). The Department will provide mental health services to EPSDT eligible beneficiaries through existing contracts with local hospitals and community based organizations. The Department reports that existing contracts with community-based providers will be augmented by an aggregate amount of \$1.2 million, although individual contract amounts have not been finalized at this time. Therefore, the amount of \$1.2 million should be reserved pending the selection of contractors, the MBE/WBE status of the contractors, and contract cost details. As noted above, State Short-Doyle/Medi-Cal revenues are estimated to increase by \$1.2 million, which will offset this proposed increase of \$1.2 million in expenditures.

Non-Mandated New Programs

- The Department has proposed expenditure increases in the amount of \$504,000 for the Mental Health Supportive Housing Initiatives, a component of the Department's Five-Year Supportive Housing Plan. In order to implement the Mental Health Supportive Housing Initiatives, the Department has selected the following contractors to provide the supportive housing services:
 - The Department awarded a contract in the amount of \$200,000 to Conard House for the period beginning January 1, 1997 through June 30, 1997 to operate the Lyric Hotel. The Lyric Hotel is a 58 bed single room occupancy hotel with supportive services for dual disordered clients (mental health and substance abuse), which is expected to open in January of 1997. The Department advises that the contract amount will increase to \$400,000 in FY 1997-98 to reflect a full-year of funding. Conard House is a non-profit agency.
 - The Progress Foundation, a non-profit agency, is preparing to open a 21 unit apartment building on July 1, 1996, with accompanying supportive services for mentally ill clients. The Department has awarded a contract in the amount of \$50,000 to the Progress Foundation for a twelve month period.
 - The Department has included \$50,000 to expand Shelter Plus Care housing for families with children. The Department advises that these funds will be provided to existing contractors based on the housing capacity of the contractors.
 - The Department has included an amount of \$204,000 to provide a subsidy to Board and Care facilities that provide housing to adult and geriatric mentally ill clients. The Department advises that the Board and Care Facilities would continue to bill the Department directly, and would be provided a rate of \$14 per day extra for clients that meet the Department's criteria.

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- The Department has included funding in the amount of \$500,000 to provide mental health treatment services to elderly low-income seniors residing at Victorian Manor, located at 1444 McAllister Street. The Victorian Manor has recently been converted from a Board and Care facility to a residential home. The Department has selected Westside Community Mental Health Center to operate the facility, for an annual cost of \$921,600. The Department selected Westside Community Mental Health Center through an informal selection process, based on their experience in providing mental health services and their interest in the project, which was initiated by the Mayor's Office. Westside Community Mental Health Center is a non-profit agency. The Department advises that the total contract cost will be offset by \$421,600 in SSI revenues, for a net total cost to the Department of \$500,000.
- The Department has included new General Fund expenditures in the amount of \$1,000,000 to compensate the loss of Federal grant funding for three non-profit agencies which provide substance abuse treatment services, including \$650,000 for Asian American Recovery, for its Asian-American Recovery Services Day Treatment Program and Outreach and Case Management Program, \$50,000 for the Walden House Sister's Project, which provides substance abuse treatment services to women in the County Jail No. 8, and \$300,000 for Chemical Awareness and Treatment Services (CATS) McMillan Drop-in Center, which provides services for homeless individuals. The Department advises that the services provided by these three organizations are integral to meeting the substance abuse treatment needs of these diverse populations.
- In order to continue the 'Friday Night Live' program, which is operated by Youth Leadership, a non-profit organization, the Department has included an increase of General Fund monies totaling \$133,641. Prior to FY 1996-97, the total program cost of \$178,641 was funded in part by the General Fund (\$45,000), and by various State grant funds. However, the Department reports that the State grant funding is no longer available. Therefore, the Department has agreed to expend an additional \$133,641, for a total amount of \$178,641, to maintain the program's current level of services.
- The Department has proposed a total of \$641,486 in new funding to implement health services in the new County Jail No. 9, for inmates entering and exiting the County jail system. The provision of health services in the County jail system is required in the Long Term plan associated with the *Stone v. City and County of San Francisco* consent decree. The proposed funding of \$641,486 includes \$322,502 for personnel, including 1.75 FTE 2320 Registered Nurse positions, 1.65 FTE 2328 Nurse Practitioner positions, 2.75 FTE 2587 Health Worker III positions, and 1.0 FTE 2202 Dental Aide position, and \$318,984 for fringe benefits, equipment, pharmaceuticals, and contractual psychiatric services.

Other Expenditure Changes

- The Department has proposed adding one 1632 Senior Account Clerk for the Department's Revenue Maximization Unit, in order to increase the Department's billing capacity for Medicare and patient fees. The Department reports that the annual salary cost of \$32,718, plus fringe benefits, for this position, should be offset by increased revenues resulting from the additional billings generated by the proposed employee.

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- The Department has included funding in the amount of \$679,821 to relocate three mental health clinics which are currently located in unreinforced masonry buildings (UMBs) and are not in compliance with the requirements of the Americans with Disabilities Act. However, the Department has only identified an amount of \$662,409 in itemized expenses related to these relocations. The three clinics proposed for relocation, for a total cost of \$662,409, are described as follows:
 - Chinatown Child Development Center (CCDC). The Department has proposed relocating the CCDC from its current site at 615 Grant Street to 720 Sacramento Street, for a total cost of \$200,877, including an annual rent increase of \$53,982 for the proposed site, and \$146,895 for one time relocation costs.
 - South of Market Clinic: The Department has proposed relocating the South of Market Clinic from its current site located at 471 Jessie Street to its proposed site at 760 Harrison Street, for a total cost of \$435,532, including an annual rent increase of \$127,690, less \$7,500 annual savings in parking fees, and \$315,342 for one time relocation costs.
 - SE Mission Children's Services: The Department has proposed relocating the SE Mission Children's Services to 45 Onondaga for a total cost of \$26,000, including one time relocation costs of \$50,000 less \$24,000 due to rent savings.
- The Department has proposed an expenditure of \$179,835 in work order funding to the Commission on the Status of Women for the provision of advocacy, accompaniment and crisis line services for adult sexual assault survivors. This expenditure is offset by a reduction in 2.25 FTE positions (costing \$155,161 plus fringe benefits) in the Department's Rape Treatment Center.
- The FY 1996-97 budget contains \$220,449 in equipment expenditures, which is reduced from \$482,069 in FY 1995-96. These proposed expenditures are primarily for information systems hardware and software related to the Department's implementation of managed care.
- The Department proposed approximately \$3 million in cost of living increases (COLAs) in the Community Mental Health System's proposed FY 1996-97 budget for contracted service providers, but this amount was not approved in the Mayor's budget. A merit increase of approximately \$1 million was substituted, and this amount is included on an unallocated basis for Professional and Specialized Services in the FY 1996-97 budget. On June 17, 1996 the Mayor announced that the three percent COLA increase will be reinstated. At the time of this writing, however, the Budget Analyst has not received specific information regarding the details of this restoration. (See Comment #2).

Department Personnel Changes

The FY 1996-97 budget contains 26.15 FTE new positions related to the proposed new programs described above, at a total cost of \$1,238,201 for permanent salaries, including:

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- The addition of 18 positions for the Mental Health Rehabilitation Facility, for a net cost increase of \$843,756. The addition of these positions was previously approved by the Board of Supervisors through an amendment to the Annual Salary Ordinance, as noted above.
- The addition of one 1632 Senior Account Clerk in its Revenue Maximization Unit, for a cost of \$32,718 plus fringe benefits.
- The addition of 7.15 FTE positions for the new health services program at County Jail No. 9, for a net cost increase of approximately \$322,502 plus fringe benefits.
- The addition of one 1824 Principal Administrative Analyst position and the elimination of one 1827 Administrative Services Manager position, for a net cost of \$10,075. This substitution is a trade with Community Health Services, which eliminated one 1824 Principal Administrative Analyst position and added one 1827 Administrative Services Manager position, for a net cost savings of the same amount.
- The FY 1996-97 budget contains six proposed position reclassifications for a net cost increase of approximately \$29,150, as detailed below.

		<u>Mayor's Budget</u>		<u>At Top Step</u>	
		<u>FTEs</u>	<u>Cost</u>	<u>Biweekly Rate</u>	<u>Cost</u>
2233N	Supervising Physician Specialist ¹	1.00	115,258	4,416	115,258
2232S	Senior Physician Specialist	<u>(1.00)</u>	<u>(107,167)</u>	<u>4,106</u>	<u>(107,167)</u>
		0.00	8,091		8,091
2320S	Registered Nurse	0.70	41,708	2,317	60,474
2305C	Psychiatric Technician	<u>(1.00)</u>	<u>(44,893)</u>	<u>1,731</u>	<u>(45,179)</u>
		(0.30)	(3,185)		15,295
2574S	Clinical Psychologist ¹	0.50	32,838	2,533	33,056
2930S	Psychiatric Social Worker ¹	0.50	28,078	2,188	28,554
2548S	Occupational Therapist	<u>(1.00)</u>	<u>(57,655)</u>	<u>2,209</u>	<u>(57,655)</u>
		0.00	3,261		3,955
2591N	Health Program Coordinator II ¹	1.00	53,583	2,053	53,583
2589S	Health Program Coordinator I ¹	<u>(1.00)</u>	<u>(46,980)</u>	<u>1,800</u>	<u>(46,980)</u>
		0.00	6,603		6,603
2246N	Assistant Director Clinical Services	1.00	70,470	2,726	71,149
2593S	Health Program Coordinator III	<u>(1.00)</u>	<u>(59,952)</u>	<u>2,297</u>	<u>(59,952)</u>
		0.00	10,518		11,197

¹ The Department advises that the Human Resources Department has not yet reviewed or approved these proposed upward reclassifications.

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		<u>Mayor's Budget</u>		<u>At Top Step</u>	
		<u>FTEs</u>	<u>Cost</u>	<u>Biweekly Rate</u>	<u>Cost</u>
1446N	Secretary II ²	1.00	40,200	1,550	40,455
1426S	Senior Clerk Typist	<u>(1.00)</u>	<u>(36,338)</u>	<u>1,401</u>	<u>(36,566)</u>
		0.00	3,862		3,889
Subtotal Reclassifications and Substitutions		(0.30)	\$29,150		\$49,030

The addition of 26.15 FTE new positions as described above is offset by an overall reduction of 45.44 FTE positions, for a net reduction of 19.29 FTEs in the Department's FY 1996-97 budget, from 620.5 FTEs in the Mayor's original 1995-96 to 601.21 FTEs in the Mayor's FY 1996-97 (excluding FTEs for overtime). This reduction includes:

- A reduction in 2.25 FTE vacant positions due to the elimination of one 2589 Health Program Coordinator I, 0.5 FTE 2922 Senior Medical Social Worker, 0.5 FTE 2920 Medical Social Worker, 0.5 FTE 2322 Head Nurse, and 0.25 FTE 2232 Senior Physician Specialist in the Rape Treatment Center, part of the Community Ambulatory Care program, for a total cost reduction of \$155,161 plus fringe benefits. These positions and functions will be replaced by work order services provided by the Commission on the Status of Women, as described above.
- A reduction of 42.37 FTEs in permanent, temporary and work order positions due to the change in calculation of positions and FTEs in FY 1996-97, including the calculation of part-time staff based on actual FTEs rather than on the number of positions.
- An increase in salary savings of 0.82 FTE, from 65 FTEs to 65.82 FTEs.

Comments:

1. The Department reports that the State has announced a delay in the implementation of the managed care outpatient program until July 1997. The Department advises that this delay will result in a net reduction in the expected Medi-Cal revenues of approximately \$1,350,000, including a reduction in outpatient Medi-Cal revenues and an offsetting increase in inpatient revenues. Therefore, the revenue budget for this item should be reduced by \$1,350,000 with an offsetting reduction in expenditures for contract services for this program.

2. The FY 1996-97 budget contains six new programs that will provide new or additional services to San Francisco residents and clients of the Community Mental Health System. These programs represent new General Fund expenditures of approximately \$5.2 million, which are offset by new revenues of approximately \$3.4 million, for a net cost increase of approximately \$1.8 million. The programs and costs are summarized on the following table:

²The Department advises that the Human Resources Department has not yet reviewed or approved this proposed upward reclassification.

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	<u>Cost</u>	<u>Revenue Offset</u>	<u>Net Cost</u>
<u>Mandated New Programs</u>			
Outcomes Project	\$150,000	\$0	\$150,000
Managed Care Outpatient Services	2,250,000	2,250,000	0
Early and Periodic Screening, Diagnosis & Treatment (EPSDT)	<u>1,200,000</u>	<u>1,200,000</u>	<u>0</u>
Total Mandated New Programs	\$3,600,000	\$3,450,000	\$150,000
<u>Non-mandated New Programs</u>			
Mental Health Supportive Housing Initiatives	\$504,000	\$0	\$504,000
Victorian Manor	500,000	0	500,000
County Jail No. 9 Health Services	<u>641,486</u>	<u>0</u>	<u>641,486</u>
Total Non-Mandated New Programs	\$1,645,486	\$0	\$1,645,486
Total, Mandated & Non-Mandated New Programs	<u>\$5,245,486</u>	<u>\$3,450,000</u>	<u>\$1,795,486</u>

The FY 1996-97 budget also contains new General Fund expenditures for four contracts with community based organizations for substance abuse services that were previously funded through grants. These new General Fund expenditures total approximately \$1,135,641, and are not offset by any new revenues. The community based organizations and contract costs are summarized below:

<u>Existing Programs Previously Funded by Grants</u>	<u>Cost</u>
Asian American Recovery Services	\$650,000
Walden House Sisters Project	50,000
McMillan Drop-In Center	300,000
Youth Leadership / 'Friday Night Live' Program ³	<u>133,641</u>
Total	<u>\$1,133,641</u>

Since these programs represent new services, augmentations to existing services, or new General Fund contributions to maintain current service levels, approval of each program is a policy matter for the Board of Supervisors. As such, our review of these programs is limited to verifying the appropriateness of the costs included in the FY 1996-97 budget for these programs.

3. On June 17, 1996 the Mayor announced that the three percent COLA increase for non-profit community based organizations providing services to the Department of Public Health will be reinstated. It should be noted that a COLA increase of approximately \$63,000 was inadvertently included in the Community Ambulatory Care program professional services budget, along with a merit increase of approximately \$19,000, for contracts relating to jail psychiatric services. The

³The total cost for the 'Friday Night Live' program is \$178,641, \$45,000 of which was a General Fund expenditure in FY 1995-96. The net increase in General Fund cost is therefore \$133,641.

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Department advises that this will be corrected when the COLA is reinstated by the Mayor's Office.

4. The budget instructions require departments to include recurring grants in the budget. Accordingly, the Department has included 12.04 FTE grant funded positions with annual salaries totaling \$814,852. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

5. The Mayor's budget provides for an increase in operating expenditures of \$5,496,023 over FY 1995-96 operating expenditures. Our recommended reductions, which total \$126,938, will still allow an increase of \$5,369,085 or 3.5 percent in the Department's operating budget.

6. None of the budget reductions or revenue increases included in the FY 1996-97 Community Mental Health System budget were recommended by the Deloitte and Touche Consulting Group under its contract with the Department of Public Health. Under its contract with the Deloitte & Touche Consulting Group, the Department of Public Health pays a percentage of actual increased revenues or cost savings realized as a direct result of recommendations provided by the Deloitte & Touche Consulting Group. Therefore, according to Ms. Zmuda, the Department of Public Health will not pay any fees to Deloitte and Touche Consulting Group related to any of the proposed expenditure reductions or revenue increases contained in the FY 1996-97 budget for the Community Mental Health System.

7. According to Ms. Monique Zmuda, Chief Financial Officer of the Department of Public Health, the Deloitte and Touche Consulting Group (D&T) is still working with the Community Mental Health System and with Community Health Services on computerized matching of eligibility files in order to capture retroactive Medi-Cal and Medicare revenues for FY 1996-97 and subsequent fiscal years. Ms. Zmuda reports that the department has not included increased revenues attributable to this project in the FY 1996-97 budget. However, Ms. Zmuda acknowledges that, if the Department realizes any additional revenues as a direct result of D & T's efforts on this project during FY 1996-97, the Department would be required to pay Deloitte and Touche approximately 22.5 percent of these additional revenues⁴ during FY 1996-97, according to the terms of the Department's contract with Deloitte and Touche Consulting Group.

⁴According to the terms of the Department's contract with Deloitte and Touche Consulting Group, D & T's fees are 22.5 percent of cumulative enhanced revenues or cost savings totaling \$0 to \$10 million, 20.0 percent of cumulative enhanced revenues or cost savings totaling \$10 to \$20 million, 17.5 percent of cumulative enhanced revenues or cost savings totaling \$20 to \$30 million, and 20.0 percent if cumulative enhanced revenues or cost savings is \$30 million or more.

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Department: **HMH - Community Mental Health**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Community Ambulatory Care (DBE)								
2388	65102	Medi-Cal Revenues				14,978,516	13,628,516	(1,350,000)
		Reduce Medi-Cal revenues in the amount of \$1,350,000 to reflect a delay in the State's implementation of managed care Medi-Cal outpatient program until July 1997. This revenue reduction is offset by a reduction in expenditures of the same amount.						
2399	001	Permanent Salaries - Misc.				18,540,147	18,525,453	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2425	001	Senior Physician Specialist	2232S	(1)	0	(107,167)	0	(107,167)
2425	001	Supervising Physician Specialist	2233N	1	0	115,258	0	115,258
		To disapprove an upward classification that has not yet been approved by the Director of Human Resources.						
2427	001	Health Program Coord. I	2589S	(1)	0	(46,980)	0	(46,980)
2427	001	Health Program Coord. II	2591N	1	0	53,583	0	53,583
		To disapprove an upward classification that has not yet been approved by the Director of Human Resources.						

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Department: IIMH - Community Mental Health

Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
99	013	Mandatory Fringe Benefits Corresponds to reductions in salaries.				5,370,297	5,366,041	4,256
99	027	Professional and Specialized Services Reduce to reflect the State's delay in implementing the managed care outpatient program until FY 1997-98 and the related reduction in outpatient services contracts in FY 1996-97.				53,944,073	52,594,073	1,350,000
299	035	Other Current Expenses Reduce by two months rent increase at new South of Market Clinic site based on delay in clinic relocation (\$21,282 less \$1,250 saved parking fees, or \$20,032), plus \$17,412 in budgeted relocation expenses that could not be identified by the Department.				2,973,820	2,936,376	37,444
200	060	Equipment Purchase * The recommended reduction in Equipment Purchase is the total of the following specific recommendations.				141,304	139,680	*
245	060	Facsimile Machine Reduction reflects unit cost of \$812 per facsimile machine.	HM102	2	2	3,248	1,624	1,624

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Department: **HMH - Community Mental Health**

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number From</u>	<u>To</u>	<u>Amount From</u>	<u>To</u>	<u>Savings</u>
Emergency Care (DBF)								
2417	027	Professional and Specialized Services Reduce to reflect actual 27 week contract amount of \$404,850 in FY 95-96 annualized to \$784,850 for full year.				849,000	784,850	64,150
Children's Baseline (FAL)								
2419	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				3,460,070	3,456,208	*
2433	001	Senior Clerk Typist	1426S	(1)	0	(36,338)	0	(36,338)
2433	001	Secretary II The Department has not adequately justified the upward substitution of this position.	1446N	1	0	40,200	0	40,200
2419	013	Mandatory Fringe Benefits				911,354	910,446	908
Total Recommended Reductions, HMH - Community Mental Health								\$126,938

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: GEN General City Responsibilities

Budget Volume: V
Budget Page: 3331

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$141,828,946	\$175,900,330	\$34,071,384	24.0 %
Other Department Revenue	121,135,142	132,835,418	11,700,276	9.7
Recoveries				-
General Fund Contributions	55,333,075	70,120,473	14,787,398	26.7
Dept. General Fund Revenue				-
Supplemental Appropriations				-
Total Sources	\$318,297,163	\$378,856,221	\$60,559,058	19.0 %
Mayor's Expenditure Amounts:				
Operating Expenditures	\$101,674,737	\$100,344,461	(\$1,330,276)	-1.3 %
Fac. Maint. / Capital Imp.		7,500,000	7,500,000	-
Subtotal - Mayor's Budget	<u>\$101,674,737</u>	<u>\$107,844,461</u>	<u>\$6,169,724</u>	<u>6.1 %</u>
Reserves & Transferred Expenses	\$161,289,351	\$200,891,287	\$39,601,936	24.6 %
General Fund Contributions	55,333,075	70,120,473	\$14,787,398	26.7
Supplemental Appropriations				-
Total Uses	\$318,297,163	\$378,856,221	\$60,559,058	19.0 %
Mayor's Listed Positions:				
Permanent				- %
Temporary				-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>- %</u>
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	0.00	0.00	0.00	- %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: GEN - General City Responsibilities

Financial Data:

The General City Responsibilities proposed \$100,344,461 budget for FY 1996-97 is \$1,330,276 or 1.3 percent less than the original FY 1995-96 budget of \$101,674,737. The net decrease from the revised FY 1995-96 budget to the proposed budget is \$1,332,362 or 1.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>
	<u>Original</u>	<u>Revised</u>	
<u>General Fund</u>			
Health Service Subsidy	\$12,799,576	\$12,799,576	\$13,086,110
Judgments and Claims	4,802,957	4,802,957	3,302,957
Controller - Data Processing	4,825,683	4,825,683	4,825,683
EIPSC	141,246	143,332	0
Neighborhood Crime Prevention Programs	922,200	922,200	800,000
Peninsula Corridor Joint Powers Board	3,343,829	3,343,829	3,814,189
Attorney's Fees	750,000	750,000	500,000
Other	478,104	478,104	478,104
Debt Service	<u>73,611,142</u>	<u>73,611,142</u>	<u>73,537,418</u>
Operating Budget	\$101,674,737	\$101,676,823	\$100,344,461
General Fund Contribution	55,333,075	58,330,844	70,120,473
Capital Improvements	0	0	7,500,000
Transferred Expenses	<u>161,289,351</u>	<u>156,906,604</u>	<u>200,891,287</u>
Total	<u>\$318,297,163</u>	<u>\$316,914,271</u>	<u>\$378,856,221</u>

Department Expenditures:

As a result of transfers and reserves, there is a net budget increase of \$60,559,058 due primarily to an increase in General Fund Contribution Transfers of \$14,787,398; and an increase in Transferred Expenses of \$39,601,936; and the inclusion of a Capital Improvement Reserve in the amount of \$7,500,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: GEN - General City Responsibilities

Comments:

1. The General City Responsibilities budget is comprised of general responsibilities not covered by other City departments. The programs included for the General City Responsibilities proposed 1996-97 are \$100,344,461 in Operating Expenses, a \$7,500,000 Capital Improvement Reserve, \$200,891,287 of transferred expenses and reserves and \$70,120,473 in General Fund Contribution transfers for a total of \$378,856,221 as shown below.

Health Service Subsidy \$13,086,110

This subsidizes the cost of health coverage for retired employees of the General Fund departments. The 1996-97 proposed budget for Health Service subsidies and administrative costs is increasing by \$298,722 from the 1995-96 level.

Judgments and Claims \$3,302,957

This appropriation pays the estimated judgment and claims costs for most General Fund departments.

Controller - Data Processing \$4,825,683

This amount represents General Fund data processing costs which are not attributable to specific departments, and the non-departmental cost (\$16,300) of the Controller's Single Audit contract.

Neighborhood Crime Prevention Programs \$800,000

Proposition Q, approved by the voters in November, 1994, provides \$900,000 each fiscal year for the three year period beginning with FY 1995-96 for neighborhood crime prevention programs. (The amount of \$800,000 is net of a transfer of \$100,000 to the Mayor's Office as a result of Proposition Q.) The funds are to be administered by the Mayor's Criminal Justice Council to provide funds necessary to augment its existing capacity to make grants in support of programs that will contribute to reducing crime in neighborhoods.

Peninsula Corridor Joint Powers Board \$3,814,189

The \$3,343,829 payment to the Peninsula Corridor Joint Powers Board represents San Francisco's share for CalTrains.

Attorney's Fees \$500,000

The \$500,000 in funding for expert witness and investigation fees is set aside by the Superior Court and is accounted for in this budget separately from other defense-related costs to facilitate identifying costs for indigent capital defense should State funds eventually be made available for these purposes.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **GEN - General City Responsibilities**

Other

\$478,104

This includes items such as administrative costs for processing unemployment claims, fingerprinting expenses, tuition reimbursement, and childcare costs which are required under City labor contracts, and tax payments for Midtown Park Apartments.

Debt Service

\$73,537,418

The annual payments for General Obligation Bond Debt Service has been transferred from the CAO's budget to this budget.

Subtotal Operating Expenditures

\$100,344,461

Capital Improvements

7,500,000

Capital Improvements reserve for the Moscone Convention Center Expansion Project.

Subtotal Mayor's Budget

\$107,844,461

Reserves

The Unappropriated Revenue - Reserved and Unappropriated Revenue - Unreserved were previously included only in the Annual Appropriation Ordinance and not in the Mayor's Budget. They are included in the General City Responsibilities budget for the first time in fiscal year 1996-97 as follows:

Unappropriated Revenue — Reserved	\$34,231,027
Unappropriated Revenue — Unreserved (General Fund Reserve)	12,000,000

Transferred Expenses

Transferred expenses includes funds that are received by the City and divided pursuant to appropriate state mandate to other City departments and other transfers to balance the General Fund as follows:

One-half cent Sales Tax Public Safety Funds (transferred to Police and Fire Depts.)	51,798,000
Health and Welfare Realignment Funds	57,100,000
Other Transfers	<u>53,762,260</u>

Total Reserves and Expenditure Transfers

200,891,287

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: GEN - General City Responsibilities

General Fund Contribution Transfers

70,120,473

The General Fund Contribution Transfers to the San Francisco General Hospital, Laguna Honda Hospital, the Municipal Railway, the Gas Tax Fund, the Road Fund and Senior Citizens Programs will be transferred from this budget.

Total

\$378,856,221

2. The Electronics Information Processing Steering Committee (EIPSC) has been transferred from this department to the newly created Telecommunications and Information Service (TIS) Department. In FY 1995-96, \$143,332 was budgeted for 2.0 FTE EIPSC staff members.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department: CAP Capital Expenditure Plan

Budget Volume: IIB
Budget Page: 1741

	FY 1995-96 Budget	Mayor's FY 1996-97 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$7,774,000	\$14,680,700	\$6,906,700	88.8 %
General Fund Supported	2,389,634	6,320,000	3,930,366	164.5
Departmental Revenue				
Self Supported Funds	150,575,566	126,344,636	(24,230,930)	-16.1
				-
Total Sources	<u>\$160,739,200</u>	<u>\$147,345,336</u>	<u>(\$13,393,864)</u>	-8.3 %
Mayor's Expenditure Amounts:				
Facilities Maintenance	\$32,258,378	\$39,163,500	\$6,905,122	21.4 %
Capital Improvement	\$128,480,822	\$108,181,836	(20,298,986)	-15.8
Subtotal - Mayor's Budget	<u>\$160,739,200</u>	<u>\$147,345,336</u>	<u>(\$13,393,864)</u>	-8.3 %
Mayor's Listed Positions:				
Permanent				- %
Temporary				-
Work Order				-
Salary Savings				-
Project Positions				-
Subtotal, Mayor's Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	- %
Adjustments (FTE):				
Overtime				- %
Supplemental Appropriations				-
Other Adjustments				-
Total FTE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	- %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CAP - Capital and Facility Maintenance Projects**

Financial Data:

The General Fund Capital and Facility Maintenance Projects proposed \$21,000,700 budget for 1996-97 is \$10,837,066 or 106.6 percent more than the original 1995-96 budget of \$10,163,634.

The Self Supporting Funds Capital and Facility Maintenance Projects proposed \$126,344,636 budget for 1996-97 is \$24,230,930 or 16.1 percent less than the original 1995-96 budget of \$150,575,566.

1996-97 Mayor's Recommended Budget - Capital Projects and Facilities Maintenance

<u>Fund</u>	<u>FY 1995-96 Total Capital Budget</u>	<u>FY 1996-97 Recommendations</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
<u>General Fund</u>	\$7,774,000	\$14,680,700	\$6,906,700	88.8%
<u>General Fund Supported</u>				
Laguna Honda Operating Fund	87,400	1,900,000	1,812,600	2073.9%
Hospital Operating Fund ...	2,138,334	4,100,000	1,961,666	91.7%
Municipal Railway	<u>163,900</u>	<u>320,000</u>	<u>156,100</u>	95.2%
	2,389,634	6,320,000	3,930,366	164.5%
Total General Fund and General Fund Supported	\$10,163,634	\$21,000,700	\$10,837,066	106.6%
<u>Self Supporting Funds</u>				
Off Street Parking Fund	\$1,287,100	110,000	(1,177,100)	-91.5%
Open Space Fund	9,424,063	7,812,050	(1,612,013)	-17.1%
Marina Yacht Harbor	270,000	300,000	30,000	11.1%
Yerba Buena Center	4,001,800	0	(4,001,800)	-100.0%
Convention Facilities	1,000,000	41,503,995	40,503,995	4050.4%
War Memorial	1,945,200	1,989,400	44,200	2.3%
Park Improvement Bond	2,724,058	0	(2,724,058)	-100.0%
Airport Operating Fund	2,813,200	6,992,927	4,179,727	148.6%
Airport Capital Improv. Fund	4,328,432	0	(4,328,432)	-100.0%
Water Dept. Operating Fund	26,319,617	29,439,500	3,119,883	11.9%
Hetch Hetchy	12,388,696	14,075,764	1,687,068	13.6%
S.F. Harbor Operating Fund	391,000	0	(391,000)	-100.0%
Clean Water Operating Fund	8,857,400	10,400,300	1,542,900	17.4%
Clean Water Bond Funds	44,538,000	13,430,000	(31,108,000)	-69.8%

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CAP - Capital and Facility Maintenance Projects**

<u>Fund</u>	<u>FY 1995-96 Total Capital Budget</u>	<u>FY 1996-97 Recommendations</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Clean Water State Loan Funds	5,000,000		(5,000,000)	-100.0%
Golden Gate Park Infrast. Bond Port	<u>25,287,000</u>	<u>290,700</u>	(25,287,000) <u>290,700</u>	-100.0% 100.0%
Sub-total	\$150,575,566	126,344,636	(24,230,930)	-16.1%
Total	\$160,739,200	\$147,345,336	(\$13,393,864)	-8.3%

Comments:

1. The Capital Improvement Advisory Committee (CIAC) received requests from departments for \$223,352,836 in General Fund Capital and Facility Maintenance Projects. The CIAC prioritized these funding requests into the following categories:

- 101 Continuing Projects
- 102 Security, Life-Safety and Health
- 103 Exterior Preservation-Cost Avoidance
- 104 Property Protection-Cost Avoidance
- 105 Mechanical/Electrical-Cost Avoidance
- 106 Preservation of Interiors-Cost Avoidance
- 107 Preservation of Structures
- 108 Improvement of Building Systems/Components
- 109 Improvement of Working Conditions
- 110 Maintenance/Improvement of Facilities Appearance
- 111 New Facilities

2. In making recommendations for the Capital and Facility Maintenance Projects budget, the CIAC expressed the following priorities for General Fund Facilities Maintenance and Capital Improvements:

Removal of Underground Storage Tanks	\$ 3,500,000
HVAC Repair, including Cooling Tower, Hall of Justice.....	2,450,000
Disabled access modifications	500,000
Domestic Hot Water System replacement at Laguna Honda	370,000
Repair roof at Laguna Honda Hospital's Clarendon Hall	1,530,000
Hillside soil stabilization and emergency power at 1690 Mission	662,000
Lead abatement survey, Recreation and Parks facilities	100,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1996-97

Department: **CAP - Capital and Facility Maintenance Projects**

Sheriff's Department facilities renovation\$ 634,000
Minimum ventilation, Jail #3
Upgrade lighting at Jail #3
Enclose Natural gas line
Install sprinkler heads, HOJ 7th Floor Prisoner Exercise area
Smoke Detection system, HOJ 7th Floor Prisoner Ex. area
These projects were noted and recommended by the Special
Master on the Consent Decree or by the Fire Marshal.

Juvenile Probation.....\$ 530,300
Install Water backflow devices, Hidden Valley Ranch
Fencing and grounds, YGC
Health and Safety Projects, all facilities
Repair broken toilet fixtures, YGCA

Art Commission
Health and fire safety projects, Center for African and
African-American Art and Culture (CAAAAC).....\$ 200,000
Health and fire safety projects, Mission Cultural Center 186,100

3. Other projects included in the Mayor's Recommended Budget include renovation of the Brig on Treasure Island to provide a new Women's Detention Facility (\$500,000) and funding for general facilities maintenance at the San Francisco Museum, located in the Cannery on Fisherman's Wharf (\$100,000).

4. Attachment 1 provides further details of individual General Fund facilities maintenance and capital projects.

5. Other, self supporting funds show net decreases overall. However, funding for the Moscone Convention Center Expansion (to be administered by the Mayor's Office) represents the primary reason for a \$40.5 million increase in Convention Facilities projects. This appropriation places \$7.5 million in a reserve for future Moscone Expansion capital requirements. The largest reduction is for the Clean Water Fund, due to the fact that revenue bonds and State loan funds were appropriated for continuing projects in FY 1995-96.

Overall, recommended non-General Fund facilities maintenance and capital project appropriations of \$126,344,636 for FY 1996-97 represent a decrease of \$24,230,930, or 16.1%, from the FY 1995-96 budget amount of \$150,575,566.

Recommendations

None.

Fund	FY 1995-96 Total Capital Budget	1996-97 Mayor's Recommended Budget		
		Facilities Maintenance Projects	Capital Projects	Total
General Fund				
Animal Care & Control		\$ 10,000		\$ 10,000
Trial Courts				
Courtroom Maintenance			18,000	18,000
Courtroom Maintenance			18,000	18,000
Fire Department		196,000		196,000
Juvenile Court				
Fencing and Grounds			10,500	10,500
FM-Hidden Valley	30,000			30,000
FM-Youth Guidance	172,000			172,000
FM-Log Cabin	30,000			30,000
Hidden Valley			97,000	97,000
Gyms-Toilet Fixtures-Youth Guidance			10,000	10,000
Health/Safety-Youth Guidance			180,800	180,800
Police			110,000	110,000
Sheriff				
Upgrade Lighting at CJ3			140,000	140,000
Ventilation Inc CJ3 Cells			32,000	32,000
Sound Mitigation			50,000	50,000
FM		412,000		412,000
Department of Public Works				
1680-Emergency Power			105,500	105,500
Removal of Underground Storage Tanks			3,500,000	3,500,000
Misc Facilities Maintenance Proj	548,000			548,000
Hillside Soil Stabilization			662,000	662,000
FM-Various Comm	10,000			10,000
Hvac Survey-Hoj			2,000,000	2,000,000
Telecommunications & Information Services		25,000		25,000
Human Services		18,500		18,500
Community Health Services				
FM-Health Centers	80,000			80,000
FM-Other	40,000			40,000
Community Mental Health System				
FM-Other	20,000			20,000
FM-Richmond/Sunset	10,000			10,000
FM-Redwood	20,000			20,000
Asian Arts Museum	50,000			50,000
Art Commission				
Monument Rehabilitation			30,000	30,000
Monument Maintenance			10,000	10,000
CA/AAC-Health/Safety			200,000	200,000
FM		75,000		75,000
MCC-Health/Safety/Fire			186,100	186,100
Fine Arts Museum	50,000			50,000
Public Library	120,300			120,300
Recreation & Park Commission				
Stadium Naming Rights			1,000,000	1,000,000
Mather-Water/Sewer Imps			150,000	150,000
Lead Survey			100,000	100,000
Candlestick-Maintenance			700,000	700,000
Stadium Renovations			875,000	875,000
FM-General	370,000			370,000
FM-Mather	150,000			150,000
FM-Golf	300,000			300,000
FM-Revenue	150,000			150,000
PKS/SOS-Fencing			45,000	45,000
Repair/Maintenance Surfaced Areas			50,000	50,000
FM-Zoo			50,000	50,000
Hayward Rec Center			155,000	155,000
Academy of Sciences	40,000			40,000
Administrative Services				
Renovations on Treasure Island			500,000	500,000

Fund	FY 1995-96	1996-97 Mayor's Recommended Budget		
	Total Capital Budget	Facilities Maintenance Projects	Capital Projects	Total
San Francisco Museum			100,000	100,000
Facilities Condition Monitoring			250,000	250,000
Disabled Access-Citywide			400,000	400,000
Board of Supervisors				
Minor Repair/Improvement Projects			4,000	4,000
Purchasing		15,000		15,000
Subtotal - General Fund	\$7,774,000	\$2,941,800	\$11,738,900	\$14,680,700
General Fund Supported				
Laguna Honda Operating Fund	87,400	1,530,000	370,000	1,900,000
Replace Hot Water System				
Replace Roof-Clareton				
FM				
Hospital Operating Fund	2,138,334	1,155,000	2,945,000	4,100,000
Fire Alarm System Replacement			275,000	
Structure Assess/Imp Plan			100,000	
Building Security/Bldg Security Impro			200,000	
Psychiatric Inpatient Unit			185,000	
Directional Sign System			285,000	
Urgent Care Site Development			200,000	
Elect Admit/Pat Vis Ctr			250,000	
Catherterization Lab			350,000	
Ambulatory Care Admin Consol			385,000	
Ambulatory Care Clinic Improv			225,000	
AIDS Clinic Expansion			490,000	
FM			1,155,000	
Municipal Railway				
Track/Roadbed Repairs/Restofation				
FM	163,900	320,000		320,000
Subtotal	2,389,634	3,005,000	3,315,000	6,320,000
Total General Fund and General Fund Supported	\$10,163,634	\$5,946,800	\$15,053,900	\$21,000,700
Special Revenue Funds				
Off Street Parking Fund	\$1,287,100	\$110,000		\$110,000
Open Space Fund	9,424,063		7,812,050	7,812,050
Marina Yacht Harbor	270,000	100,000	200,000	300,000
Yerba Buena Center	4,001,800			
Convention Facilities	1,000,000	750,000	40,753,995	41,503,995
War Memorial	1,945,200	679,000	1,310,400	1,989,400
Park Improvement Bond	2,724,058			
Airport Operating Fund	2,813,200	2,897,800	4,095,127	6,992,927
Airport Capital Improv. Fund	4,328,432			
Water Dept. Operating Fund	26,319,617	11,070,000	18,369,500	29,439,500
Hetch Hetchy	12,388,696	746,000	13,329,764	14,075,764
S.F. Harbor Operating Fund	391,000			
Clean Water Operating Fund	8,857,400	10,300,300	100,000	10,400,300
Clean Water Bond Funds	44,538,000		13,430,000	13,430,000
Clean Water State Loan Funds	5,000,000			
Golden Gate Park Infrast. Bond	25,287,000			
Port		290,700		290,700
sub-total	\$150,575,566	\$26,943,800	\$99,400,836	\$126,344,636
Total	\$160,739,200	\$32,890,600	\$114,454,736	\$147,345,336

